Tokay Parents/Guardians: Please update your student’s emergency card, contact information, medical history, annual authorizations and district documents in your Aeries Parent Portal. Your personal email address must be filed with Tokay before it is used in this process. Once your email is filed in our system you will receive an email from Aeries with the link and login information to create a parent account.

**New to Aeries:** Create a New Parent Account

* Add the email address of ([aeriesadmin@lodiusd.net](mailto:aeriesadmin@lodiusd.net)) to your “contacts” or “safe senders list” to ensure you receive the verification email that will be sent to you. Click “Confirm this email address.”
* Visit Tokay’s website: tokay.lodiusd.net
* Click on: Student/Parent Information > Aeries-Student Grades > Aeries Parent Portal icon
* Enter your personal email address and click, enter your password and click on “Next”. Click on “Sign in.” (Email must be on file at the school)

-You should see a yellow banner across the top of your screen. Click on the “Click Here” button to access the Data Confirmation page. If the yellow banner does not appear, click on the “Student Info” drop down menu and click on “Data Confirmation.”

-You will see a list of tabs on the left hand side of the screen. Complete each tab.

-After you complete each tab, click on the “confirm and continue” tab. This will advance to the next tab.

-When all tabs have been completed, click on the “Finish and Submit” tab to complete the entire confirmation.

**Existing Users of Aeries**

* Visit Tokay’s website: tokay.lodiusd.net
* Click on: Student/Parent Information > Aeries-Student Grades > Aeries Parent Portal icon and login. Follow the steps below:

-You should see a yellow banner across the top of your screen. Click on the “Click Here” button to access the Data Confirmation page. If the yellow banner does not appear, click on the “Student Info” drop down menu and click on “Data Confirmation.”

-You will see a list of tabs on the left hand side of the screen. Complete each tab.

-After you complete each tab, click on the “confirm and continue” tab. This will advance to the next tab.

-When all tabs have been completed, click on the “Finish and Submit” tab to complete the entire confirmation.