# Aeries Access

## Creating New Accounts on Aeries for Parents and Students

An email address is needed to create an account.

**Please Note:** You do not need to set up a new account every year. If you already have an account continue to use that username and password.
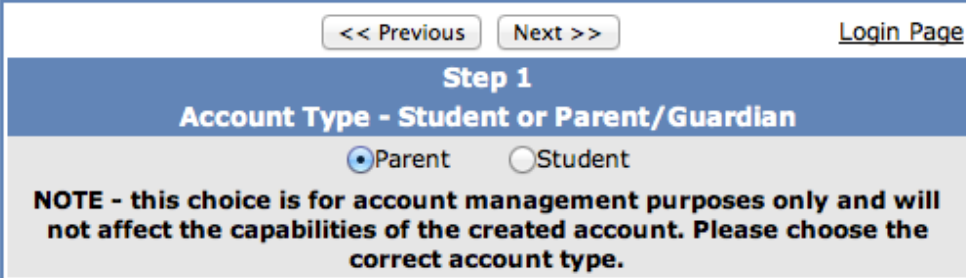
<u>STEPS TO REGISTER:</u>

- Open your Internet browser
- Type in the URL address: https://accessmystudent.com/lincoln
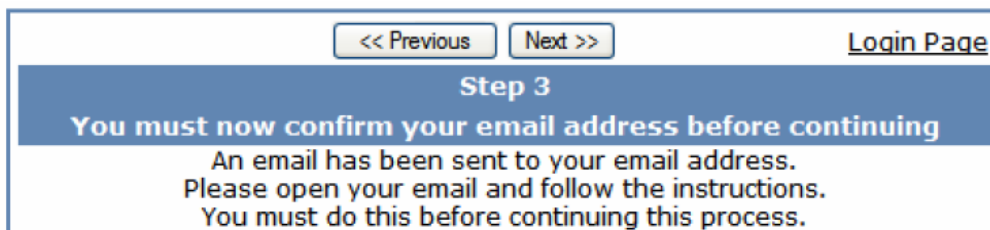- The following log on screen will appear:



- Choose "Create New Account"

- Step 1: Choose either "parent" or "student" and then select "Next."



- Type in your email address, verify your email address, choose a password and retype your password and select "Next."

- Step 3: You will then be required to confirm your email address. <u>Log into your email</u> and follow the instructions. Important: You must open, read and follow the instructions before you can continue. (If the email is not there check your spam or junk mail.)

| << Previous | Next >> | | Login Page |
|---|---|---|---|

**Step 3**
**You must now confirm your email address before continuing**
An email has been sent to your email address.
Please open your email and follow the instructions.
You must do this before continuing this process.

- The following will appear once confirming your current email address. "Thank you. Your account has been verified. You may now continue with the registration process by clicking the following link: "Click Here."

- Step 4: Choose "Click Here" and enter Student Permanent ID Number, Student Home Telephone Number and Verification Code, which is located on the label from the office for your student.

| Next >> |
|---|

**Step 4**
**Student Verification**
Please Enter The Following Information About Your Student

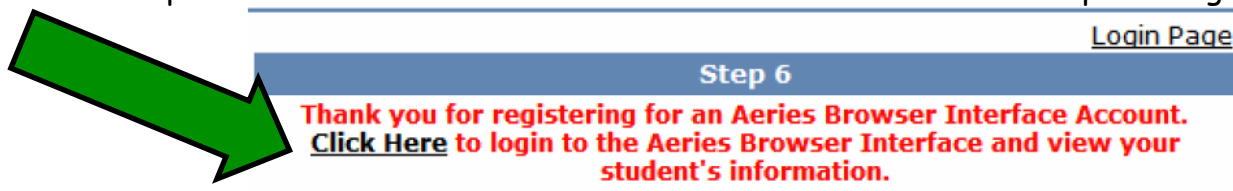| Student Permanent ID Number: | |
|---|---|
| Student Home Telephone Number: | |
| Verification Code: | |

- Step 5: Check one of the names listed from your emergency contact information, to identify who is creating this parent portal account. Select "Next."

| << Previous | Next >> | Login Page |
|---|---|---|

**Step 5**
**Emergency Contact Verification**
has been added to your account.
Please choose the Contact record that represents you so the email address can be properly updated.

| | Name | Relation |
|---|---|---|
| ○ | | Mother |
| ○ | | Father |

- Step 6: You will use the "Click Here" link to return to the Aeries portal login window.

Login Page

**Step 6**
**Thank you for registering for an Aeries Browser Interface Account.**
**Click Here to login to the Aeries Browser Interface and view your student's information.**

- Enter the Email Address and Password that you used to create your student portal account. Click "Login" to open your Aeries portal account.

Remember to bookmark this webpage to access your student portal account on a regular basis:
https://accessmystudent.com/lincoln