Welcome to Aeries Online Enrollment

Orange County Department of Education – ACCESS Program

Welcome to the Orange County Department of Education (OCDE) – ACCESS Program new student enrollment process!

Orange County Department of Education (OCDE) – ACCESS Program new student enrollment via Aeries allows you to quickly enroll your student in the ACCESS Program. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school.

To enroll in the OCDE ACCESS Program students must be referred by their district of residence or other community partners.

To begin the enrollment process you must have a valid email address to create your online enrollment account.

The online process will take approximately 15-30 minutes to complete. If you are unable to complete the process in one sitting, you may logout, and resume the process at a later time by selecting the "Login" button.

*All entries must be made using proper upper and lower case, including Legal name given at birth.

It is recommended to use Google Chrome or Mozilla Firefox browsers, and that your browser is up-to-date.

You can access Aeries Online Enrollment at this web address: https://schoolregistration.ocde.us/

For enrollment questions, concerns or technical issues, please contact the OCDE – ACCESS Program Attendance and Records Center, (714) 547-9972 or via email at attendrecords2514@ocde.us

Please read directions on all screens as there is important information provided to ensure a smooth enrollment for your student. Within these instructions, links are provided to specific registration documents.

The first time you access the Aeries Online Enrollment webpage, after reviewing the instructions on the Welcome page, select "Enroll A New Student" button. If you are unable to complete the enrollment, you can return at another time and select Login to enter your login and password and continue the enrollment.

CREATE a New Aeries Online Enrollment Account Before You Begin the Online Process, You Must Create an Account
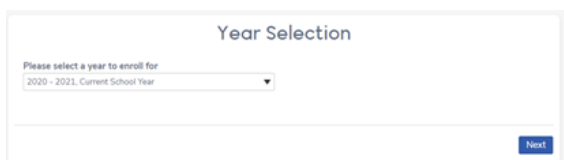
LOGIN to Existing Aeries Online Enrollment Account Resume Pending Enrollment, Reset Password, Change Account Information, View Completed Enrollment

1) WELCOME - Enroll A New Student: To create a pre-enrollment account for a new student, select **Enroll A New Student** to continue creating your account.

1) WELCOME - Login: To login to your previously created online enrollment account (not your parent portal), select, **Login.**
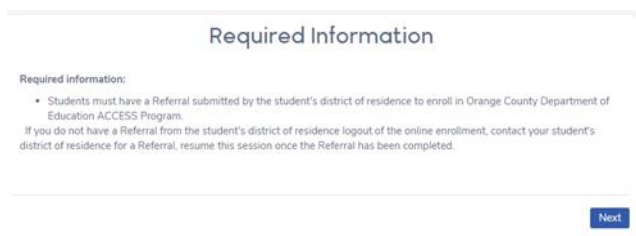
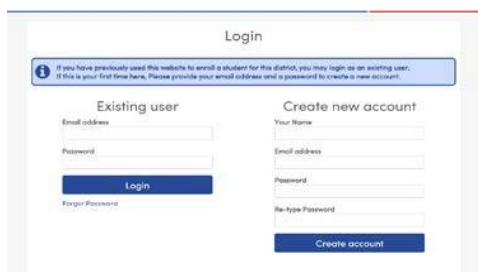| CREATE a New Aeries Online Enrollment Account	LOGIN to Existing Aeries Online Enrollment Account
Continued from page 1	*Continued from page 1*

CREATE a New Aeries Online Enrollment Account
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2) Year Selection: Select the appropriate school year and select **Next** to continue creating your account.

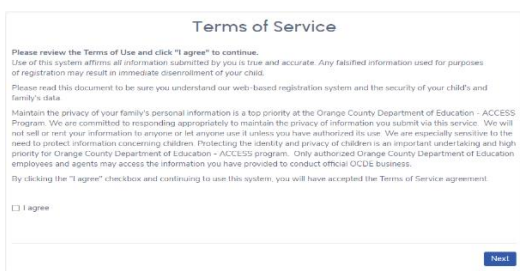**3) Required Information:** Review and select Next to continue creating your account.

4) Create New Account: Enter parent name, parent email address and password. Select, **Create Account** to continue creating your account.

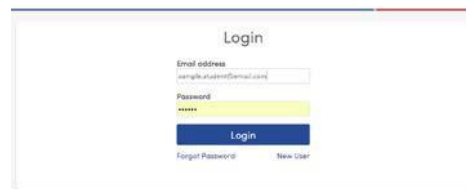**5) Terms of Service:** Read the terms of service, check the **"I agree"** box. Select **Next** to continue creating your account.

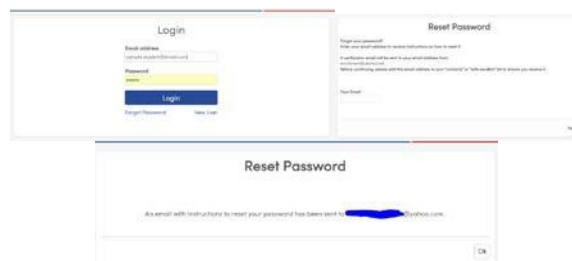**LOGIN to Existing Aeries Online Enrollment Account**
Continued from page 1

2) Login: To resume a pending enrollment session or to make changes to your existing enrollment account, select **Login** and continue to step 4.
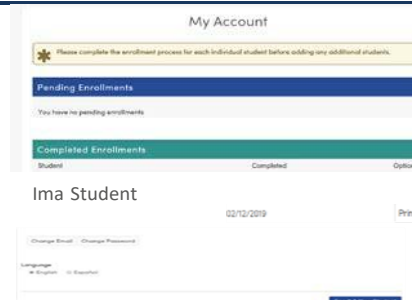
3) Login – FORGOT PASSWORD: To your **Reset Password,** select **Forgot Password,** enter your complete email, select **Next** and follow the reset instructions sent to your email.

4) My Account – PENDING ENROLLMENTS: To resume pending enrollments, select the **Resume.** All previously entered information was saved; the session will resume where you left off.

5) My Account – COMPLETED ENROLLMENTS: To view or print the completed enrollment **Confirmation/Signature Page**, select **Print**. To make email and/or password changes, select **Change Email** or **Change Password**. To enroll another student (for example a sibling), select **Enroll A New Student**.

CREATE a New Aeries Online Enrollment Account
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6) Student's Name: Enter student's LEGAL name given at birth, birthdate and gradelevel and click **Next** to continue creating your account.

7) Student Address: Enter student's current residential address information and click **Next** to continue creating your account.

8) Select School: Select the ACCESS AREA school provided by your child's district of residence. If this is not known select the ACCESS Program Administrative AREA that serves your child's district. If your child's district is not listed select "OCDE-ACCESS-Registration".

- AREA #1 – Capistrano USD, Huntington Beach UHSD, Newport-Mesa USD, Saddleback Valley USD
- AREA #2 – Anaheim UHSD, Buena Park SD, Garden Grove USD, La Habra City SD
- AREA #3 – Placentia – Yorba Linda USD, Tustin USD

Click **Next** to continue creating your account.

9) Account Created: Your account has been created. Check your email for verification and instructions.

LOGIN to Existing Aeries Online Enrollment Account
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Questions or Enrollment Data Changes: Questions about your online enrollment process, including making corrections to already submitted data, should be directed to the enrollment school's Student Records Technician.

CREATE a New Aeries Online Enrollment Account
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ACCESS Registration <attendrecords2514@ocde.us>
OCDE - ACCESS Program - Aeries Online Enrollment

Thank you for using the Aeries Online Enrollment system. Once your account is activated, you will be able to continue editing your student's information. To activate your account Click Here -- If this link does not work, copy and then paste this url int
https://sisweb.ocde.us/air/VerifyEmail.aspx?u=2&c=DFCM55ZQX3WDW6HHPR7Z

10) **Account Verification Email:** Use the "**Click Here**" link provided in your email to activate your online enrollment account. *If you do not see the OCDE-ACCESS Program Enrollment email, check your spam or junk mail folder.*

New account email verification

Thank you for verifying your email address. Click "Next" to begin the enrollment process.

Next

11) **New Account Email Verification:** Your account has been verified. Click **Next** to continue the enrollment process and enter the **General Student Information** screen.

General Student Information

| Student's gender | Student's home phone number | Student's mobile phone number |
Choose a gender.

Student's email address

Please provide STUDENT email only. Parent emails will be collected in another step.

12) **General Student Information:** This section is where you will begin after you've verified and activated your account.

    a) The student's full legal name given at birth, birthdate, grade level, school year and school is SAVED in your account; you will not be able to make corrections to them.

    b) Enter student information in this section and all subsequent sections. Continue to use the **Next** button to advance in the enrollment process.

    c) All remaining enrollment sections include self-explanatory instructions designed to ease you through the online enrollment process which includes submitting the enrollment.

    d) The student is not considered registered until all of the required information and documents are provided and verified by the school's office personnel.

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ACCESS AREA Administration	Districts	ACCESS AREA Phone Number
AREA 1	Capistrano USD Garden Grove USD – (La Quinta and Los Amigos only) Huntington Beach UHSD Newport-Mesa USD Saddleback Valley USD	(714) 245-6535
AREA 2	Anaheim UHSD Buena Park SD Garden Grove USD - (excluding La Quinta and Los Amigos) La Habra City SD	(714) 245-6795
AREA 3	Placentia – Yorba Linda USD Tustin USD	(714) 245-6795 (714) 245-6680