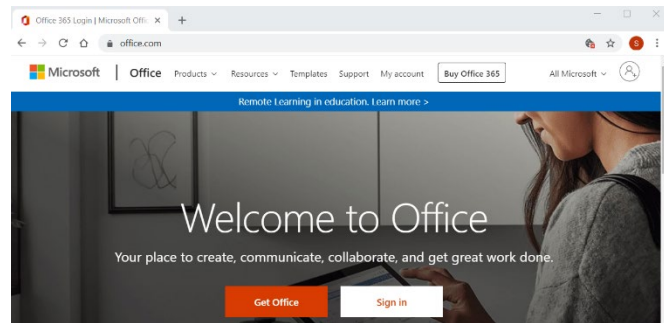Aeries can be accessed remotely either by logging into Citrix or by opening it from Office 365.

**Via Office 365**
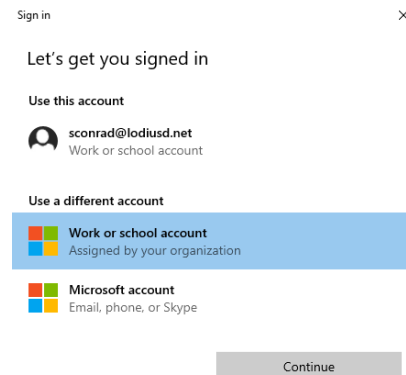
Open a Google Chrome browser window.
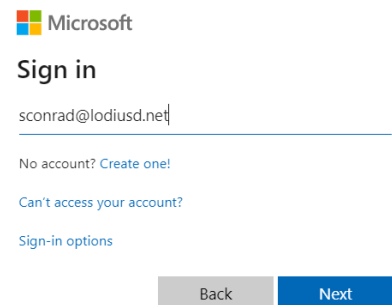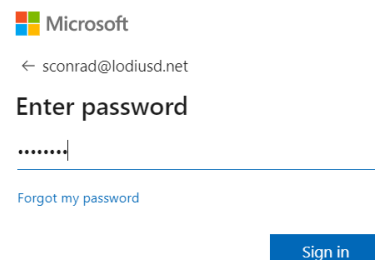
Navigate to office.com

Click **Sign in**.

If prompted, select **Work or school account** and click **Continue**.
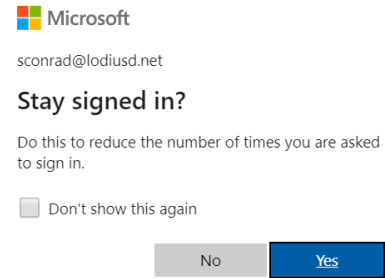
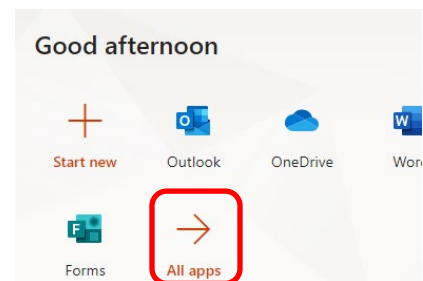Enter your **.net** email address and click **Next**.

Enter your password and click **Sign in**.
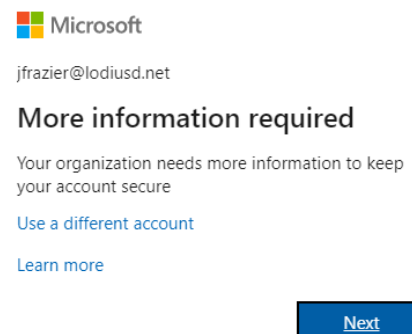
Click **Yes**.

If you do not see the Aeries icon, click **All apps** to show more.

Scroll towards the bottom of the page to find the **Aeries Staff Portal app**.

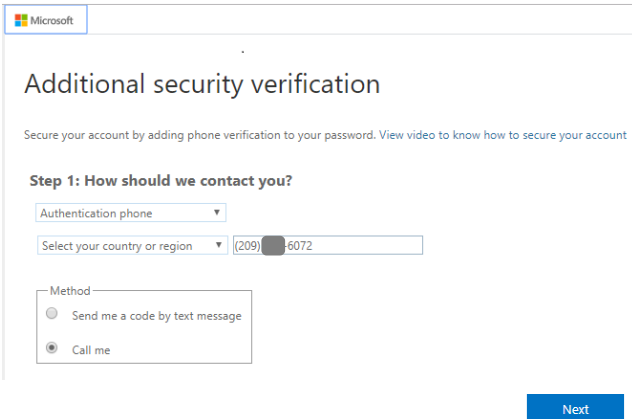Click the **Aeries Staff** icon to launch Aeries.

The first time you open the app from each of your devices, you will be required to provide more information. Click **Next** to continue.

In Step 1, select Authentication phone, country and enter the phone number that you will have access to when you use Aeries.

***If you do not wish to allow use of your personal device in the authentication process, then you must use the Citrix platform.***

Select whether you prefer to receive a text message (cell phone only) or a phone call. Click **Next**.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

**Step 1: How should we contact you?**

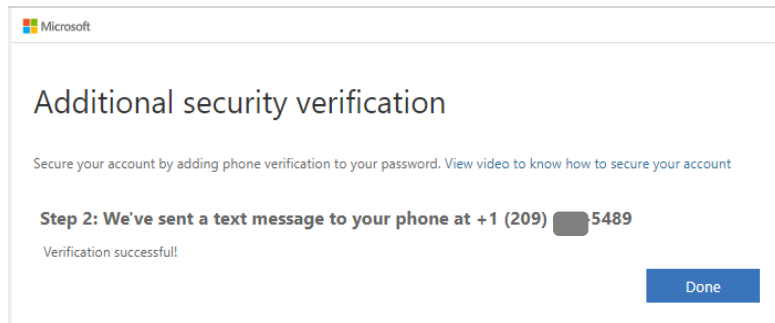Authentication phone ▼

Select your country or region ▼ (209) ▓ -6072

Method
○ Send me a code by text message
◉ Call me

Next
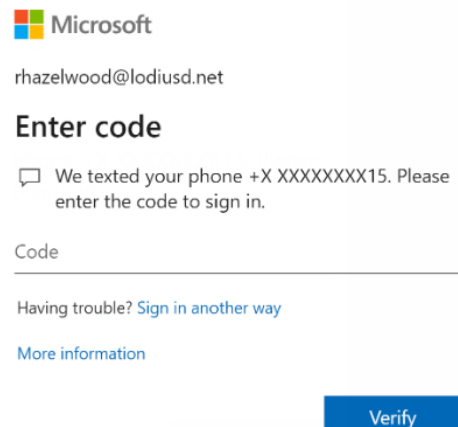
Click **Done**.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

**Step 2: We've sent a text message to your phone at +1 (209) ▓ 5489**

Verification successful!

Done

Enter the code you receive and click **Verify** to launch the app.

Microsoft

rhazelwood@lodiusd.net

Enter code

💬 We texted your phone +X XXXXXXXX15. Please enter the code to sign in.

Code

Having trouble? Sign in another way

More information

Verify