SBCUSD Parent Portal Account Set-Up

SBCUSD Family Engagement Team in collaboration with the SBCUSD Information Technology Department

Agenda

1. Steps to create a new parent portal account.

2. How to Link Parent Portal to student.

3. Student Data confirmation process through AERIES Parent Portal.

NEW for 2020:
San Bernardino City USD student data confirmation has moved to online through Parent Portal Account for all SBCUSD students.

*Families will be receiving information from the school district/school sites providing information on how to complete the **student data confirmation process through AERIES parent portal**.

Student information needed to link parent portal to student:

1. Student Permanent ID
2. Primary Contact Phone Number
3. Personal Verification Code

![San Bernardino City Unified School District logo]

Leonard Buckner
Assistant Director
Enrollment & Placement Services

June 2020

Parent or Guardian of: «First_Name» «Last_Name»
«Mailing_Address»
«City»«State»«Zip_code»

Dear Parent or Guardian,

As part of San Bernardino City Unified School District's continuing effort to provide information to parents regarding your student's progress in school, students and parents are able to view information using the district's Aeries Parent and Student Portals. The Aeries Portals are a secure and private online resource that provide access to academic information about your child, including:

Information you can view in the Parent Portal
- Attendance
- Contact Information
- Electronic Student Score Report for CAASPP (for students in grades 3-8 and 11 in 2018-19)
- Electronic Student Score Report for ELPAC (for English Learner students in TK-12 in 2018-19)
  - For more information about CAASPP/ELPAC reports, refer to: https://ca.startingsmarter.org/ or https://elpac.startingsmarter.org/
- New for 2020:
  - Re-registration will take place online through your Parent Portal account. You will not receive the usual beginning of the year packet, as this will be done online through your Parent Portal account. For this reason, it is critical that all families sign up for a Parent Portal account.

Account Set-up Steps
1. Access the district website at www.sbcusd.com
2. Go to the Parent Resources heading and click on AERIES Parent/Student Portal
3. Access resources on this page for specific instructions to establish an account.

In order to complete the set-up of the Parent Portal account, you will need the following information:
- Parent Email Address—If you do not have an email address, you can create one at mail.google.com
- Personal Verification Code – Your code is: «VPC_Code»
- Student Permanent ID (this is your student's lunch number)
- Home Phone Number (main contact number provided to your child's school): «Phone_Number»

Once an account has been established the account will remain active for your student each year. As additional students, from the same family, enroll in a district school, these students can be added to the established AERIES Parent Portal account.

For any additional questions about setting up your Parent Portal account please contact Cybertech at (866) 223-8685. You may also contact your school for assistance.

Sincerely,

Leonard Buckner
Assistant Director
Enrollment & Placement Services

Enrollment & Placement Services
781 W 2ⁿᵈ St STE A* San Bernardino, CA 92410* 909-889-7576* enrollmentcenter@sbcusd.k12.ca.us

At the start of every school year, we ask parents and guardians to update vital student information and renew student authorizations.

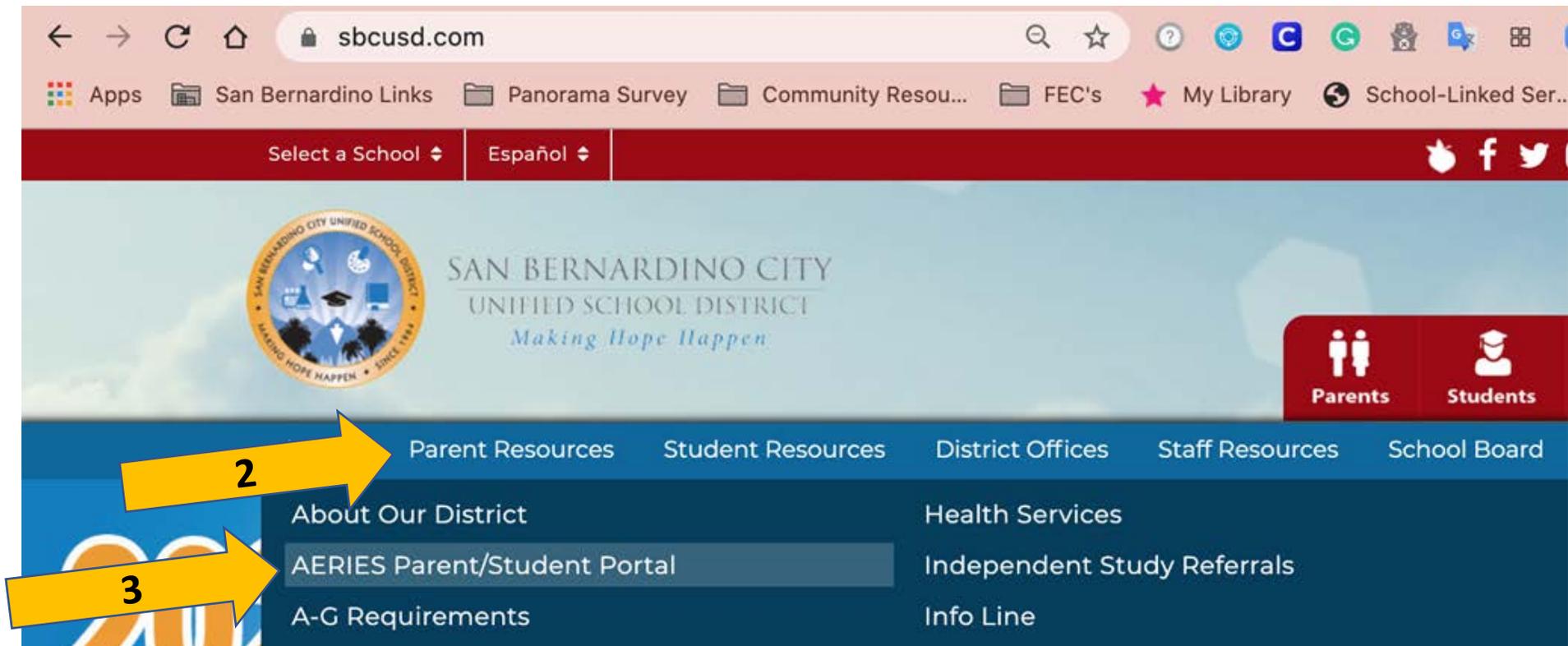# Please follow the next steps before we get started:

1. Open your email and have it accessible. (You will be using it while creating the Aeries Parent Portal Account).

2. Have the student information provided by the school/district letter available. (The codes are unique to you and your student, do not share this information.)

3. *Recommendation:* use one device only to complete the entire process. (smartphone, computer, tablet)

1. On a computer, open your internet browser and go to the San Bernardino City USD website at **sbcusd.com** on your web browser.
- **On a cell phone,** use the following link **sbcusd.com\aeries**

2. Move the cursor over the **Parent Resources** link at the top of the page and click on **AERIES Parent/Student Portal**.

3. Click on the **AERIES Parent/Student Portal Login** link.

4. Click on the **PARENT / STUDENT PORTAL** button.

5. Click on the **Create New Account** link.

San Bernardino City Unified School Dist.

English ▼

Aeries®
Student Information System

Email

NEXT

Forgot Password?   Create New Account

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Get the Aeries Mobile Portal App!

Download on the App Store

GET IT ON Google Play
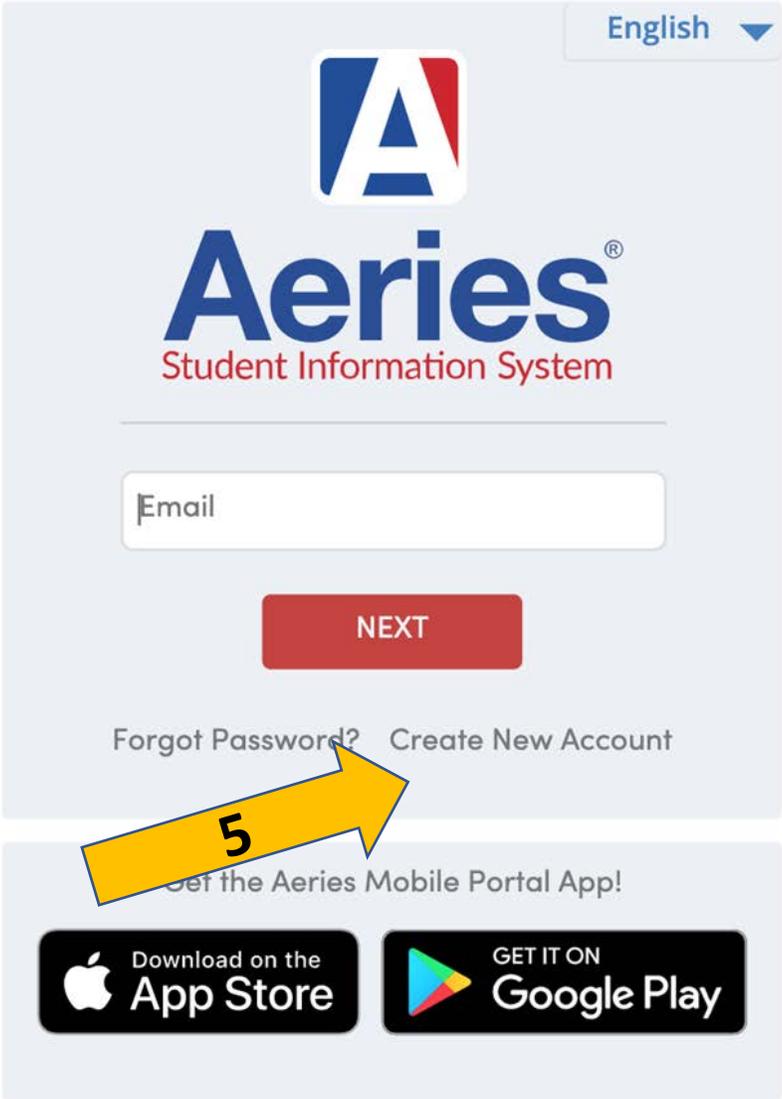
6. Select **Parent/Guardian** and click the **Next** button.
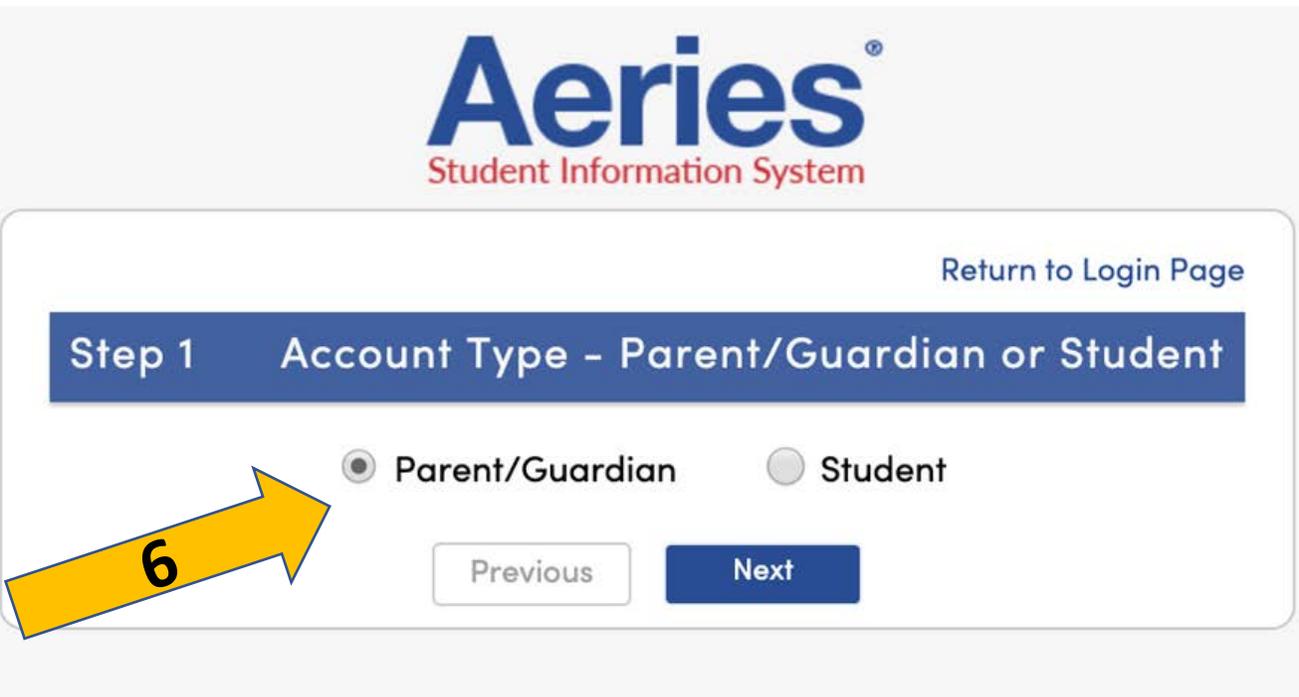
7. Enter your **Email Address** and retype it to verify it. Input a **Password** and retype it. Click the **Next** button.

*Must have a minimum length of 8 characters

*Can contain any combination of letters, numbers and special characters

8. A verification email will be sent to your email account from **AeriesReports@aeries.com**.
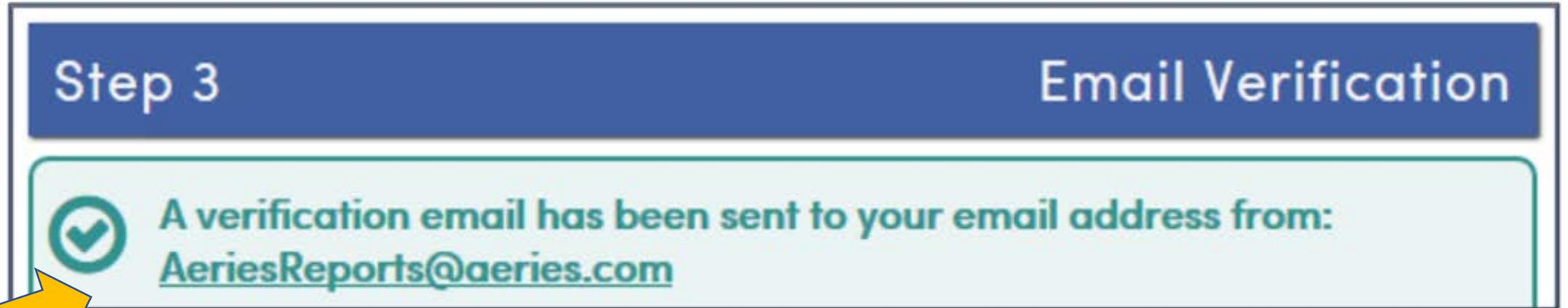
Step 3   Email Verification

✓ A verification email has been sent to your email address from:
AeriesReports@aeries.com

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9. Go to your email account and open the email from **AeriesReports@aeries.com**. (Check your Spam Folder)
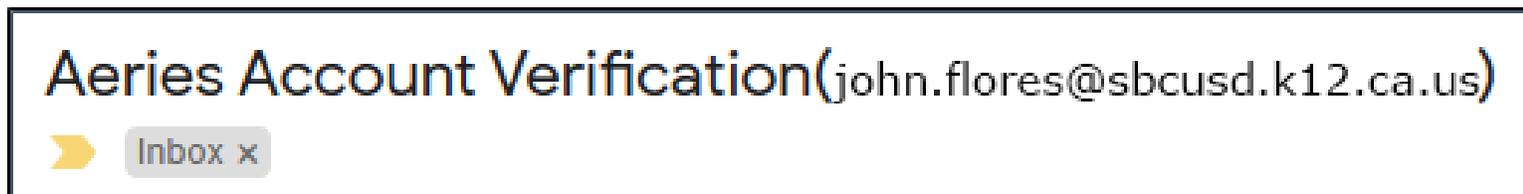
Aeries Account Verification(john.flores@sbcusd.k12.ca.us)

Inbox ✕

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10. Click on the **Confirm This Email Address** link.

Aeries Account Verification(mariam.alvarez@sbcusd.com)

A

AeriesReports@aeries.net <AeriesReports@aeries.net>
Alvarez, Mariam
Friday, October 18, 2019 at 9:44 AM
Show Details

🚩 This message is flagged for follow up.

Thank you for registering for an Aeries account. In order to ensure the account was requested by you, please click on the appro
your browser.

If you can, please click on the following links to confirm or reject this account:

10 → Confirm This Email Address

Reject This Email Address

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.
https://sbcusd.asp.aeries.net/student/ConfirmEmail.aspx

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: mariam.alvarez@sbcusd.com
Email Code: Q2EXY8A49UMEN2657GP5

11. An internet browser will open and a message will display stating that your account has been verified. Click the **Return to Login Page** link.
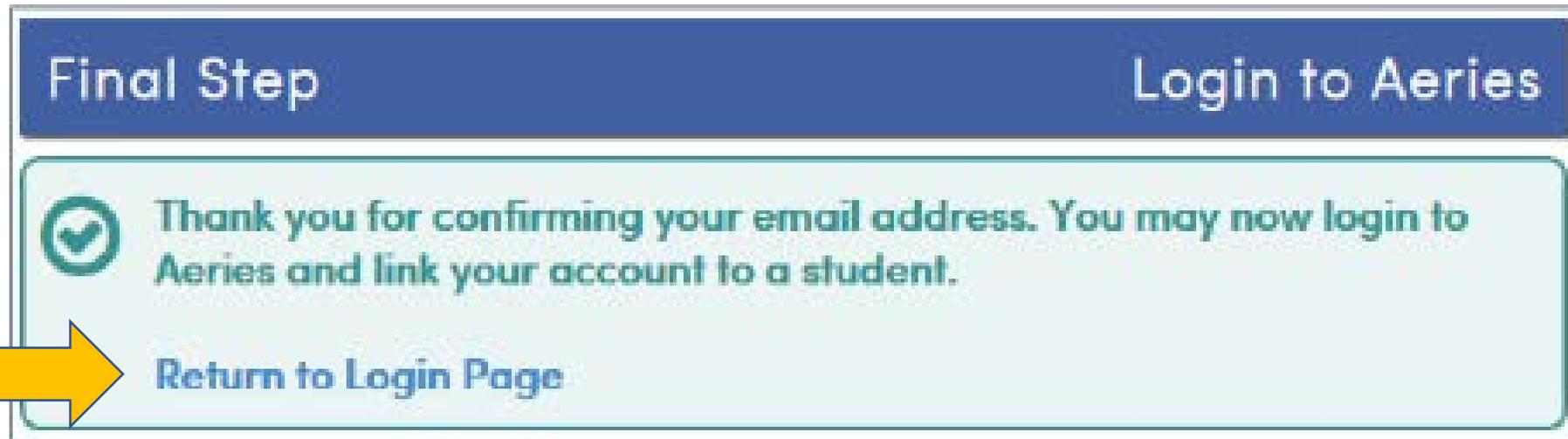
Final Step	Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.

11 → Return to Login Page

12. Enter your email address and click the **NEXT** button.

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Login to your Parent Portal account using the email address that was used to create your account.

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13. Input your password and click the **SIGN IN** button.

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Login to your Parent Portal account using the password that was used to create your account.

Link your AERIES Parent Portal account to your student

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student ID:

Student Home Telephone Number:

Verification Code:

Previous   Next

14. In the **Student Permanent ID Number** field, enter the student's 6-digit permanent ID number. You can get this information from your student's school site.

Student Permanent ID Number: 123456

15. In the **Student Home Telephone Number** field, enter the area code and telephone number of the main contact number that you have given to your student's school. Your school site can give you this number if you are not sure which one it is.

Student Home Telephone Number:(909)123-4567

- 16. In the **Verification Code** field, enter the 11-digit code given to you by your student's school site.

Verification Code:1AM456SW78X

17. Click the **Next** button.

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number: 123456

Student Home Telephone Number: (909) 123-4567

Verification Code: 123456789123456789

Previous | Next

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Your account is now linked to your student

Step 2
Emergency Contact Verification

Your account is now linked to   **Name**

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship	
Janet Smith	Mother	
Joe Smith	Father	
None of the above		

18. Follow the instructions on the screen and then **click the Next button** to return to the students home page.

Notification Preferences
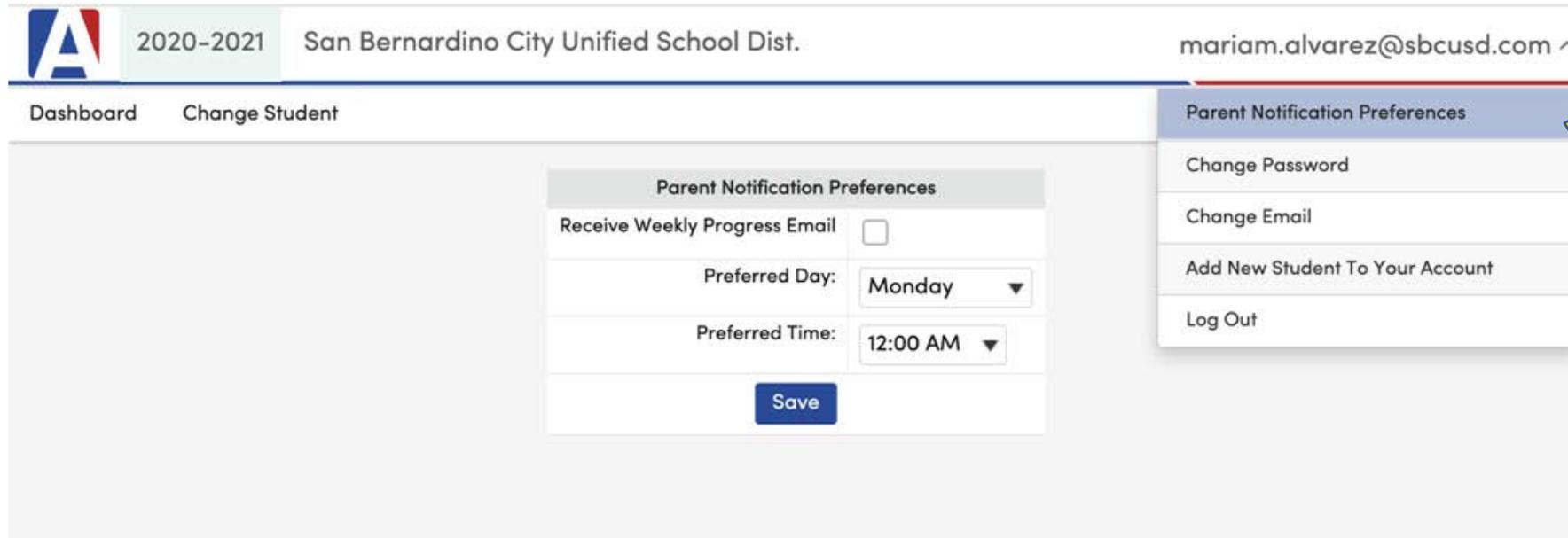
NOTE - After you have created an account, do not forget to set up weekly reminders to get automatic updates. You can set up reminders by clicking on **Options** and then **Parent Notification Preferences**.

Keep in contact with your schools and teachers!

Student Data Confirmation
For Existing/Returning Students

San Bernardino City Unified School Dist.

San Bernardino City Unified School District (SBCUSD) has moved to **online Data confirmation for all students enrolled in a SBCUSD.**

You are required to complete this process through your Aeries Parent Portal.

Your Aeries Parent Portal will allow you to **update and review all necessary documents** including emergency contact information, medical information and authorizations.
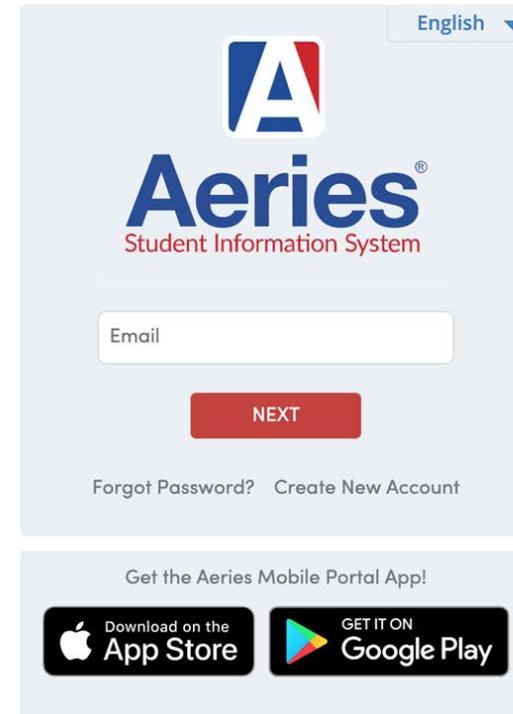
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A

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Get the Aeries Mobile Portal App!

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https://sbcusd.com/parentportal

A Yellow Banner provides a link to complete the Student Data Confirmation Process

1. Click on **Click Here** in the yellow banner

Student Data Confirmation

NOTE – *If you do not finish or you return to the data confirmation process in a later session, you will need to select Data Confirmation from the Student Menu.*

NOTE - *If needed, use the Change Student Menu to select the correct student and or school site.*
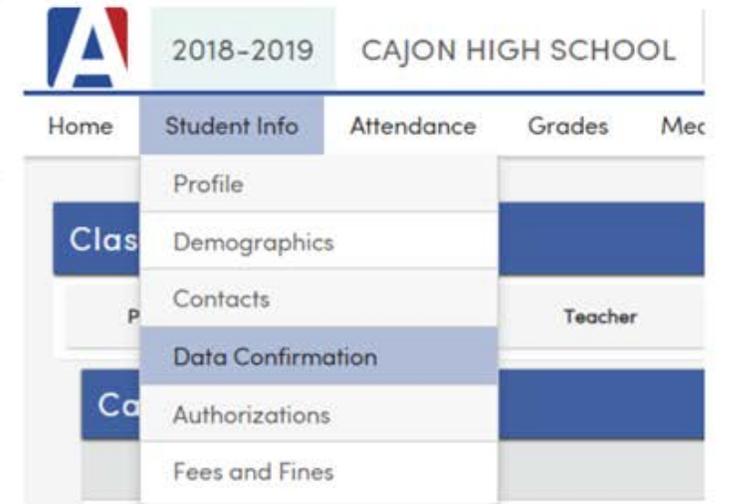
NOTE - *If needed, use the Change Student Menu to select the correct student and or school site.*
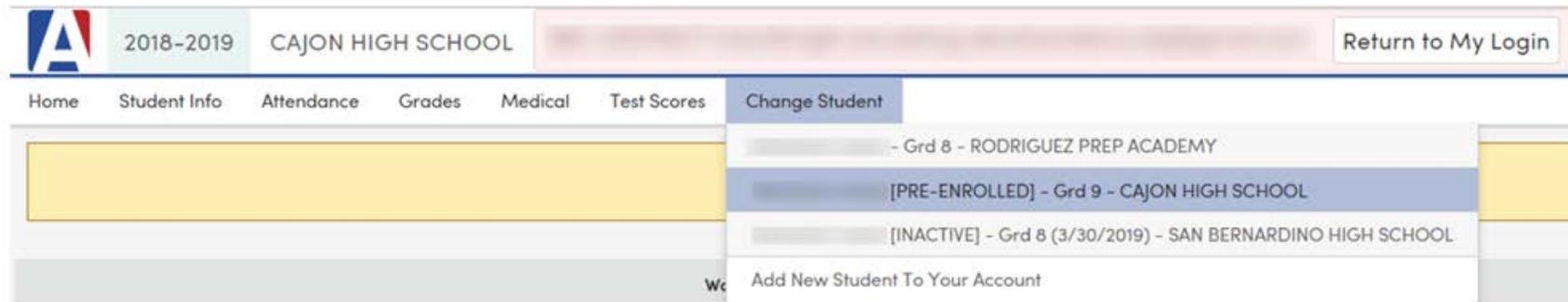
1. Click on the **Family Information Tab**

  - *Armed forces questions*

      (choose one that applies)

  - *Residence Survey –* choose one that applies

4. **Click** on **Confirm** and **Continue**

STUDENT TAB

Parents can change the Residence Address

NOTE – This update is does not change the data live in the system. Instead the site is notified of the change. (Verification information will be required to complete the process)

Parents can change the Primary Telephone # & the Mailing Address

NOTE – This update does change immediately (live) in the system.

CHANGING STUDENT DATA

1. Click on the Student Tab

To change any one of the above, **click** on the **Change button**

2. Make the necessary changes and **click** on **Save**

3. Click on **Confirm** and **Continue**

CONTACTS TAB

1. **Click** on the **Contacts Tab**

2. Read the contacts instructions in order to create or edit contact records correctly

3. **To edit a contact record, click** on the pencil button per that contact, adjust information as needed and click on Save

4. **To add a new contact record, click** on the **Add button**, enter information as needed and **click on Save**

5. When finished entering contacts information, **click on Confirm and Continue**

1. Click on the **Medical History tab**

1. **Select** any conditions and click on **Save** OR You may remove any previous conditions by clicking No Longer Applies

1. **Click** on **Save Click** on **Confirm** and **Continue**

DOCUMENTS TAB

1. **Click** on the **Documents Tab**

2. **Click** on and read each **document**

3. **Click** on the **I have read checkbox** for each document listed

4. **Click** on **Confirm** and **Continue**

NOTE – A new browser tab will open with the document in it. You can close this tab and return to the previous tab to continue reading other documents.

AUTHORIZATIONS TAB

1. **Click** on the **Authorizations Tab**

2. Answer each question

3. **Click Save**

4. **Click** on **Confirm** and **Continue**

NOTE – Required fields are marked with the asterisk.

FINAL DATA CONFIRMATION

1. Read the final instructions

2. **Click** on Finish and Submit

3. **Click** on **Print New Emergency Card** button (option to print)

Family Information

Student

Contacts

Medical History

Documents

Authorizations

Final Data Confirmation

Thank you for confirming the student data in the system.

The following document(s) must be returned to your student's high school on his/her registration day:

Signed and dated *Final Data Confirmation form* *(can be printed after clicking finish & submit)*

Print New Emergency Card

AERIES Mobile Portal

Enrollment Hotline & Cybertech Support

Aeries
(Student Data Confirmation)

909-891-1010

8:30 am - 4 pm

If you're experiencing technical difficulties please reach out to the cybertech.

Session Evaluation

bit.ly/FamilyUEval