

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



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: <u>https://ca.startingsmarter.org/</u> or <u>https://elpac.startingsmarter.org/</u>

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



SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT Making Hope Happen

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 <u>sbcusd.com</u> 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.



About Our District

San Bernardino City Unified School District / Parent Resources / AERIES Parent/Student Portal

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AERIES Parent/Student Portal

A-G Requirements

Before and After School Programs

California Earned Income Tax Credit (Cal-EITC)

Census 2020

Clever Portal

Community Advisory Committee (CAC)

English and Math Study Resources

Enrollment

Equity & Targeted Student Achievement

Family Engagement Centers

Footsteps to Brilliance

Health Services

Indexed and Child Defende

The Aeries Parent/Student Portal

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provides parents and students with a secure, convenient way to access student information such as attendance, grades, assignments, test scores, and assessment standards over the Internet. To better understand AERIES and how to use it, watch the AERIES video below. Use the links and instructions to the right to help you create an account.

AERIES Parent/Student Portal

Ver este sitio en español

Get Connected with your Student's Attendance, Grades, and More. Learn How to Create a Parent Portal Account - English - Español Learn How to Create a Personal Email Account - English - Español How to Login and View Grades and Attendance (Elementary) - English - Español How to Login and View Grades and Attendance (Secondary) - English - Español Use the Aeries Mobile App to Stay Connected on the Go - English - Español

Login to the Parent/Student Portal •

5. Click on the Create New Account link.

San Bernardino City Unified School Dist.



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**.



Aeries Account Verification(john.flores@sbcusd.k12.ca.us)

Inbox ×

Q

10. Click on the Confirm This Email Address link.



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



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

San Bernardino City Unified School Dist.



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

San Bernardino City Unified School Dist.



Link your AERIES Parent Portal account to your student



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.



Your account is now linked to your student

Emergency	Step 2 Contact Verification	
Your account is not	v linked to Name	
If your name appears below, p on the rec	lease select it so that the email a ord can be updated.	ddress
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

shboard Change Student			Parent Notification Preferences	
	Parent Notification Pr	eferences	Change Password	V
	Receive Weekly Progress Email		Change Email	
	Preferred Day:	Monday 🔻	Add New Student To Your Account	
	Preferred Time:	12:00 AM 🔻	Log Out	
	Save			

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 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. San Bernardino City Unified School Dist.



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.

Α	2018-2019	CAJON HI	GH SCHO	OL			Return to My Login
Home	Student Info	Attendance	Grades	Medical	Test Scores	Change Student	
						- Grd 8 - RODRIGUEZ PREP ACADEMY	
						[PRE-ENROLLED] - Grd 9 - CAJON HIGH	SCHOOL
2						[INACTIVE] - Grd 8 (3/30/2019) - SAN BE	RNARDINO HIGH SCHOOL
					We	Add New Student To Your Account	

FAMILY INFORMATION TAB

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

1) Family Information	Please select whether or not at least one parent/guardian of this student is active in the United
2) Student	States Armed Forces:
3) Contacts	Yes, at least one parent/guardian of this student is active in the United States Armed Forces.
Medical History	No, this student does not have a parent/guardian who is active in the United
5) Documents	States Armed Forces.
6) Authorizations	Please select one of the following options to complete the residence survey:
7) Final Data Confirmation	Temporary Shelters A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations. This is also applicable to children who are in
Confirm and Continue	temporary residences awaiting permanent placement in foster care.

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**

		Stuc	Student Demographics						
	Notes								
2) Student 3) Contacts	Mailing Address	468 NORTHPARK BLVD SAN BERNARDINO CA 924073147	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.						
Medical History	Residence Address (if different than Mailing Address) Primary Phone	468 NORTHPARK BLVD SAN BERNARDINO CA 924073147	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional						
5) Documents		(909) 275-1672	information.						
6 Authorizations			Change						
7) Final Data Confirmation									

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**
- Select any conditions and click on Save OR You may remove any previous conditions by clicking No Longer Applies
- Click on Save Click on Confirm and Continue

MEDICAL HISTORY TAB

Family Information Student	Medical Data Saved at 6/3/2020 3:42:31 PM. Medical Information lists the medical concerns/conditions currently on file for your student. By updating this area you agree to CONTACT THE SCHOOL REGISTERED NURSE about any conditions requiring special medical care at school.							
Contacts	Add medica SAVE chang	l conditions not es.	listed	in the A	dditional C	onditions section below and	d check all	l boxes that apply.
Medical History	Medical History and Current Medical Conditions							
5 Documents	Condition	Effective Date		Age	Grade	Comment		
6) Authorizations	Allergies	06/03/2020		0	0			No Longer Applies
) Final Data Confirmation	Asthma	06/03/2020	ä	0	0			No Longer Applies
Confirm and Continue	Save							
					Addit Please C	ional Conditions Check All That Apply		
	Allergi	es with EpiPen tes	<u>м</u>	ental H ther	lealth 📃 E	pilepsy/Seizures		
	Course							
	Save							

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

Student	You cannot continue with the confirmation process until you read and confirm all of the documents listed on this tab. To view the documents below please click on the link for each document. You can print or save the documents for your own records. When you have reviewed the documents please click on the "reviewed" check box to confirm that the document was read. Note: If you are unable to see the "reviewed" check box after reading a document,
Contacts	please press the TAB key on your keyboara.
Medical History	Documents
Documents	Student Technology Responsible Use Agreement
) Authorizations) Final Data Confirmation	Family Rights and Privacy Act *Requi I have read and understand the required document. *Requi
onfirm and Continue	Sexual Harassment Policy *Required

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.

Family Information	Please complete the following authorizations and acknowledgement questions. Det found on the documents page. When all questions are answered, click save at the b	ailed information can b ottom of the section.				
Student	Authorizations and Prohibitions					
	Description	Status				
Contacts	* Use The Internet					
Medical History	As the parent/guardian of this student, I have read and understand the Student Technology Responsible Use Agreement. I hereby give my permission to grant access to the SBCUSD electronic network to my child.	Allow Deny				
Documents	California College Guidance Initiative If you do not want your student's grades to be released to the CaliforniaColleges.edu platform please select deny.	Deny				
6 Authorizations	* Release Student Transcripts					
Final Data Confirmation	As the parent/guardian of this student, I have read the Course and Grade Release document and I give consent for the San Bernardino City Unified School District to release my student's courses and grades to any accredited college or University for the purpose of reviewing entrance qualifications.	Allow Deny				
Confirm and Continue	* Surveys Permitted					
	As the parent/guardian of this student, I have read and understand the Student Survey document and authorize my child (student) to participate in the surveys.	Allow Deny				

FINAL DATA CONFIRMATION

1. Read the final instructions

2. Click on Finish and Submit



FINAL DATA CONFIRMATION

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



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