SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

SBCUSD Parent Portal Account Set-Up

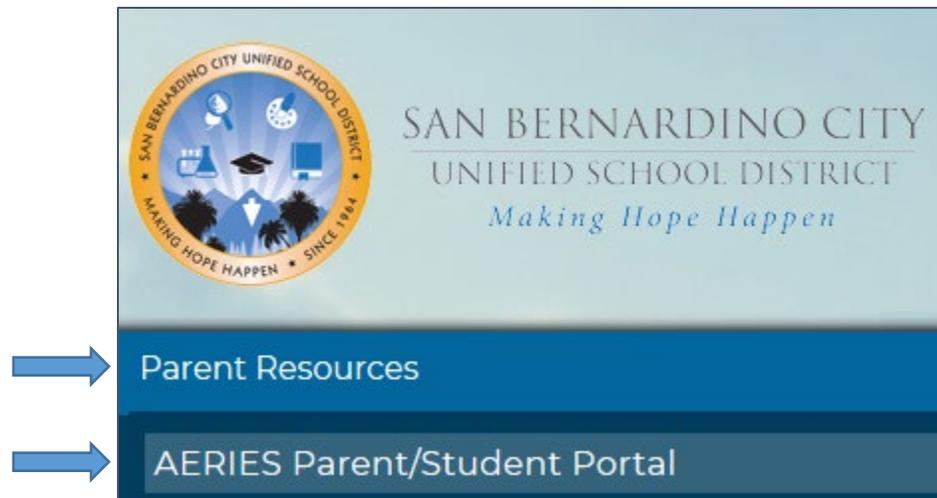## Step-by-Step Instructions for Setting up the Aeries Parent Portal Account

Aeries Parent Portal Instructions

Before you begin, be sure to get your student's Verification Code from Cybertech Support at, (866) 223-8685. You will need it before you can setup your Aeries Parent Portal account.

1. Open your internet browser and go to the San Bernardino Unified School District web page (**sbcusd.com**).

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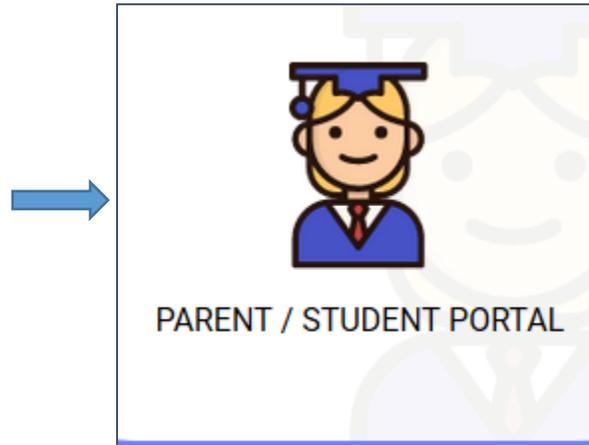

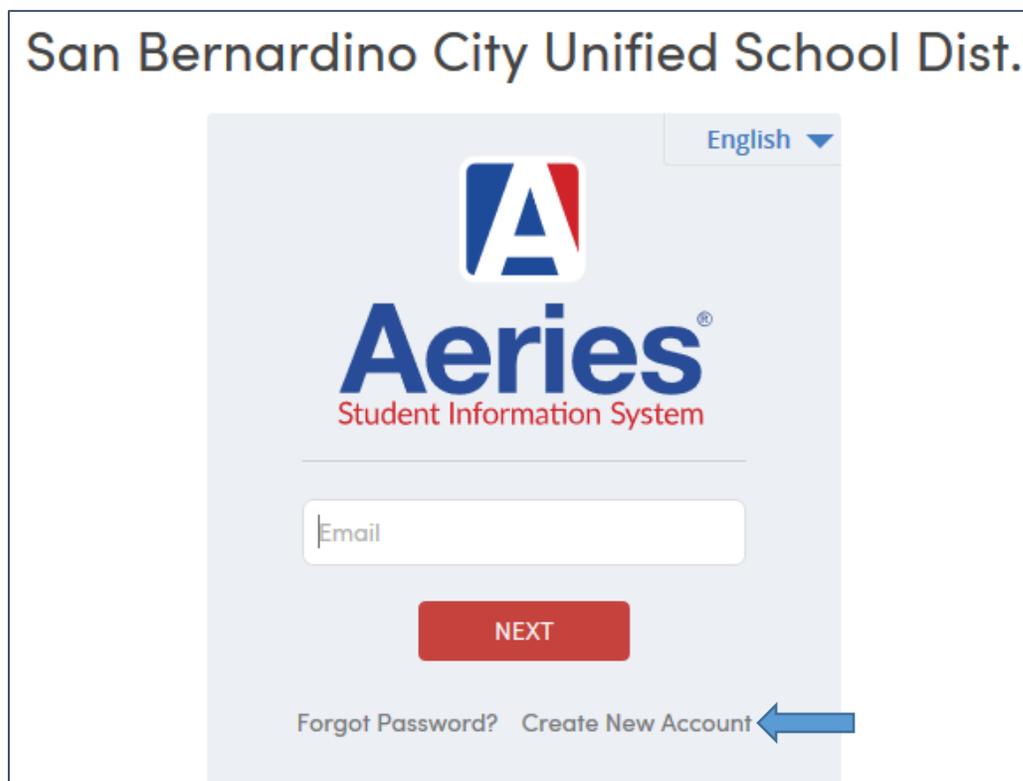3. Click on the **AERIES Parent/Student Portal Login** link.

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

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

6. Select **Parent/Guardian** and click the **Next** button.

Return to Login Page

Step 1	Account Type – Parent/Guardian or Student

⊙ Parent/Guardian   ○ Student

Previous   Next

7. Enter your **Email Address** and re-type it to verify it. Input a **Password** and re-type it. Click the **Next** button.

Step 2	Account Information

Please Enter The Following Information About Yourself

Email Address: john.flores@gmail.com

Verify Email Address: john.flores@gmail.com
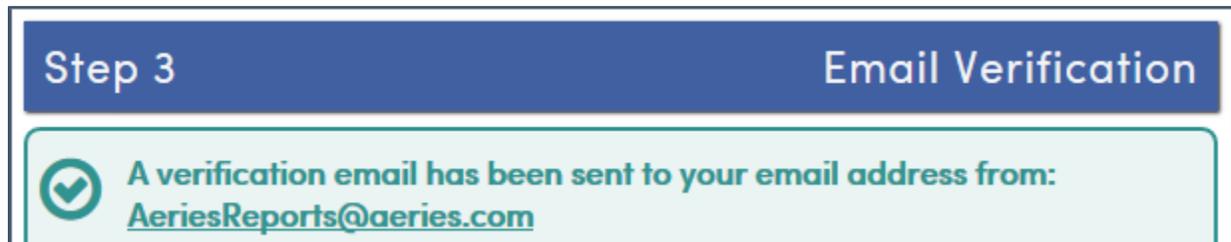
Password: ••••••

Retype Password: ••••••

✳ A verification email will be sent to your email address from:
AeriesReports@aeries.com

Before continuing, please add this email address to your contacts or safe senders list, to ensure you receive this email.
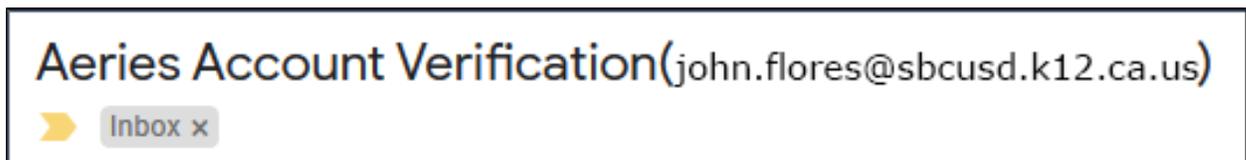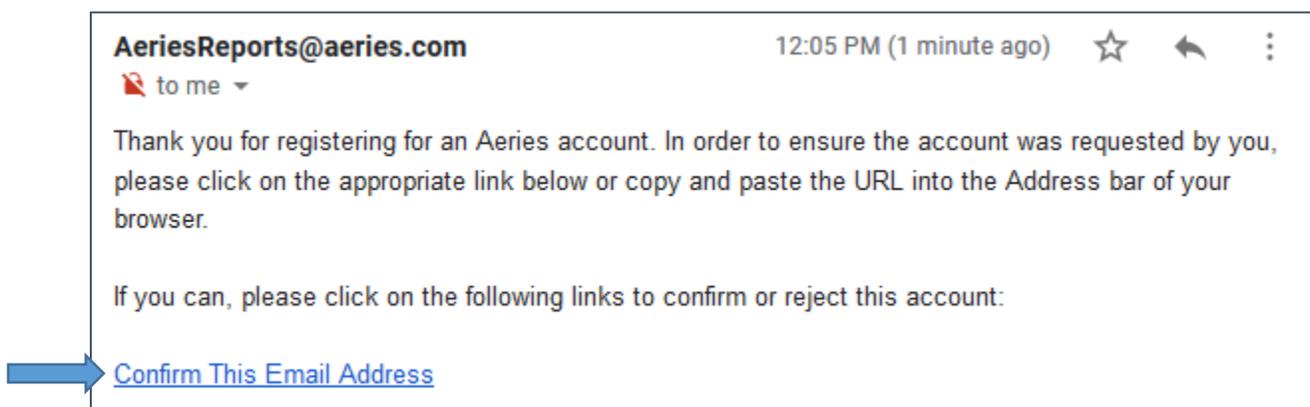
Previous   Next

8. A verification email will be sent to your email account from
   AeriesReports@aeries.com.

9. Go to your email account and open the email from
   AeriesReports@aeries.com.

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

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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.

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

14. In the **Student Permanent ID Number** field, enter the student's 6-digit permanent ID number. You can get this information from Cybertech Support at, (866) 223-8685.

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. You can get this information from Cybertech Support at, (866) 223-8685.

16. In the **Verification Code** field, enter the 11-digit code given to you by Cybertech Support at, (866) 223-8685.

Verification Code: 123456789123456789

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

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18. Follow the instructions on the screen and then click the **Next** button.

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		

Your account is ready! If you have any issues creating an account, please **contact CyberTech at (866) 223-8685.**

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**.