

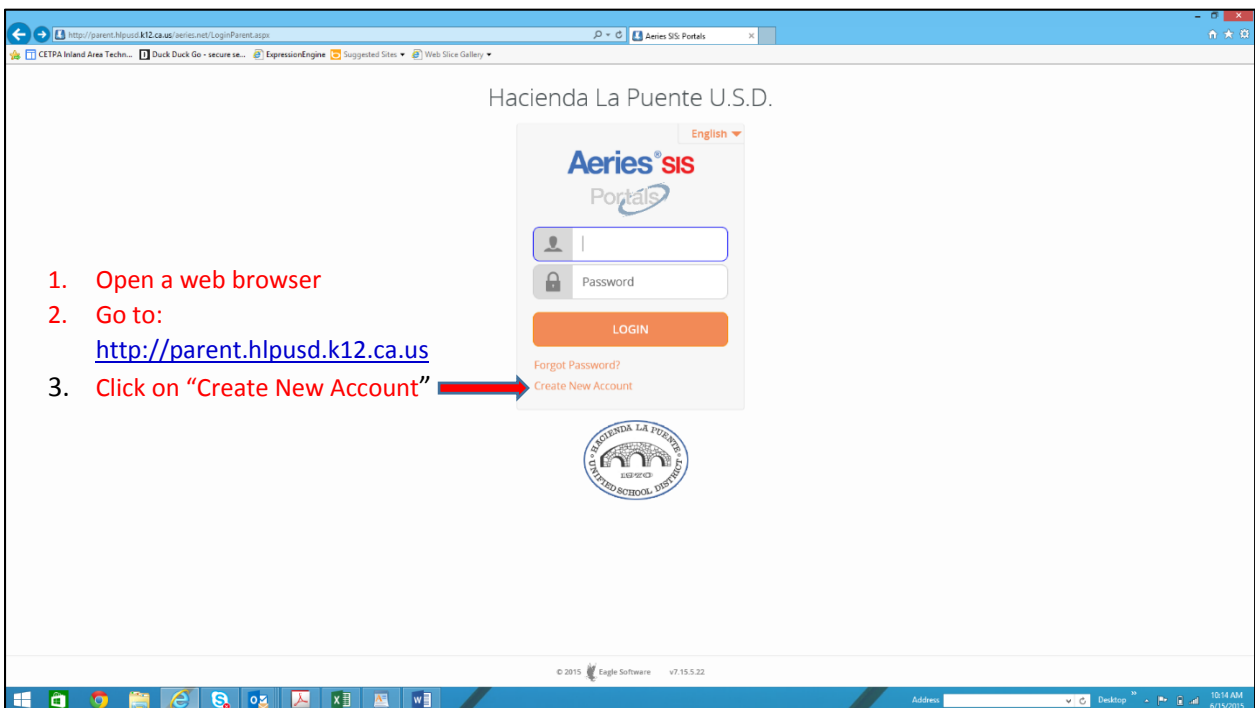


Hacienda La Puente Unified School District School Guide for Aeries Student Information System - Parent Portal

(8/7/2015 Version, 7 pages)

This tutorial will show the step by step procedure for parents or guardians to create a Parent Portal account in the new Hacienda La Puente Unified School District Aeries Student Information System. Parents will be able to access their child's grades, attendance, and teacher information via the website at:

<http://parent.hlpusd.k12.ca.us>



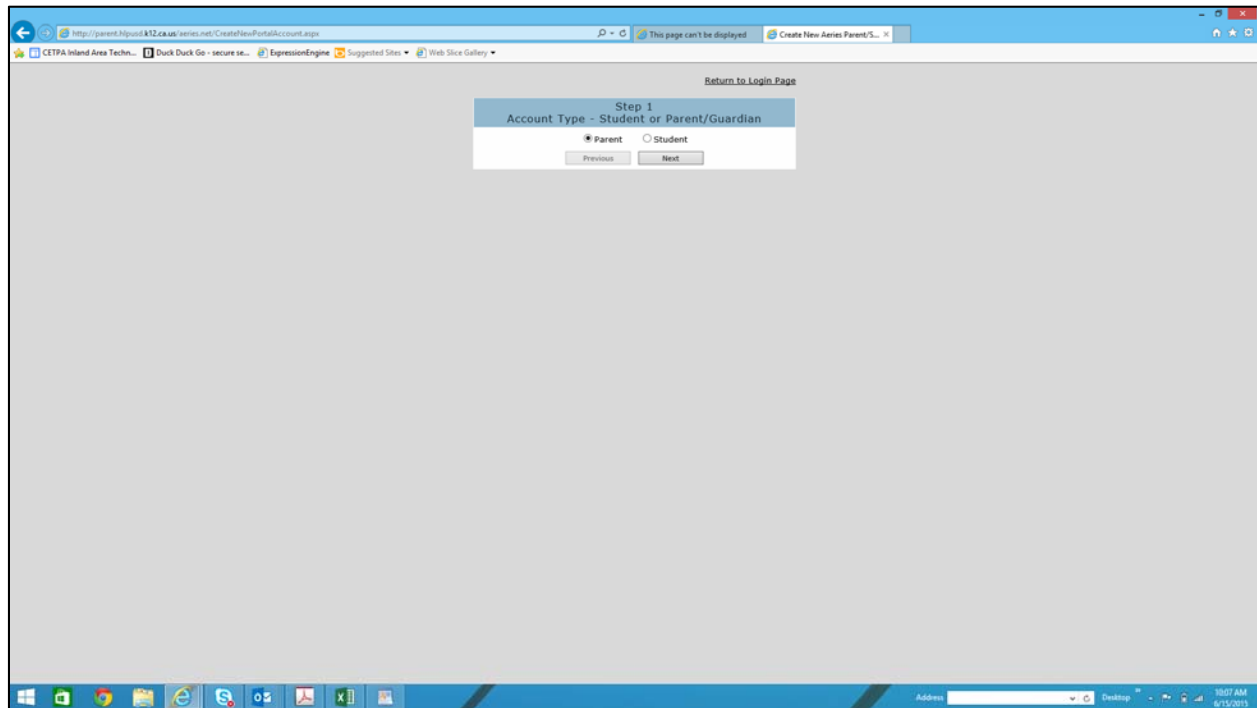
To create a new account you will need the below listed three identifiers for your student (parent/guardian account) or to add another student to your existing account.

You or your student can obtain the identifiers from the school site office.

1. Student Permanent ID
2. Home Telephone number on file at your student's school site
3. Verification Pass Code (VPC) – The unique identifier for your student

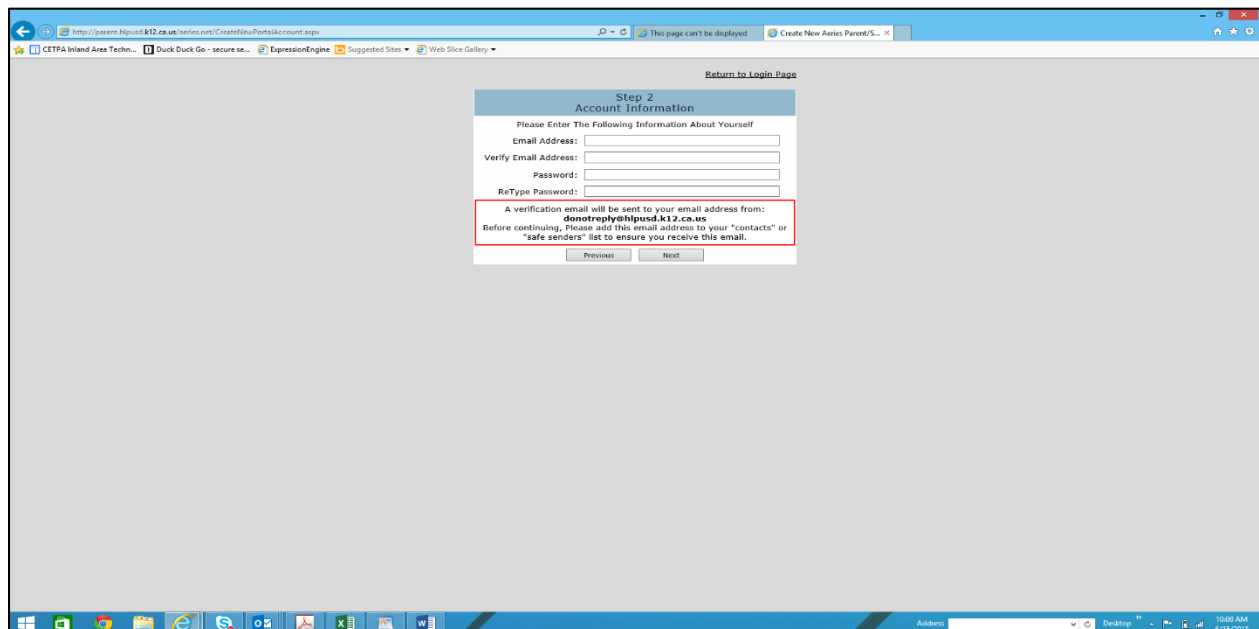
When you create your account, you will receive an email verification code. This is sometimes confused with the VPC. The mail verification code simply confirms that you are actually attempting to create an account.

STEP 1: Creation of Account – Select Account Type



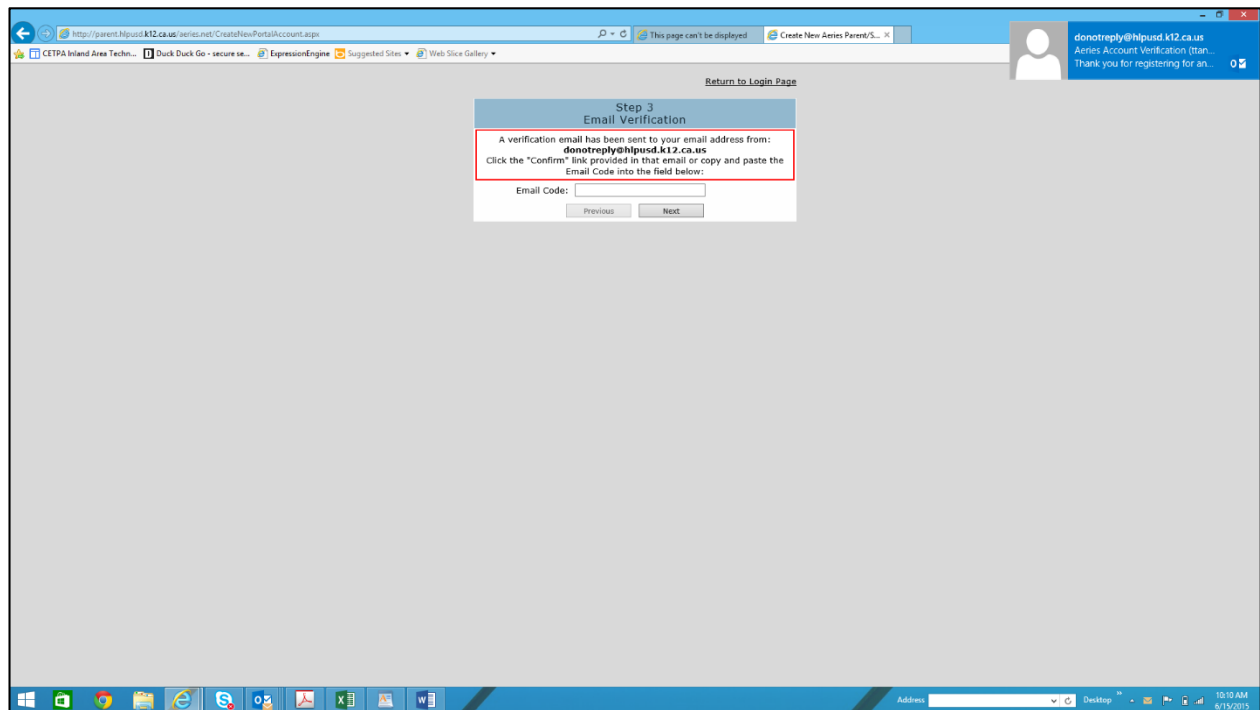
The screenshot shows a web browser window with the URL <http://parent.k12.ca.us/series.net/CreateNewPortalAccount.aspx>. The page title is "Step 1 Account Type - Student or Parent/Guardian". There are two radio buttons: "Parent" (selected) and "Student". Below the radio buttons are "Previous" and "Next" buttons. A "Return to Login Page" link is at the top right. The Windows taskbar at the bottom shows the time as 10:07 AM on 6/15/2015.

STEP 2: Enter Account Information



The screenshot shows the "Step 2 Account Information" page. It asks the user to "Please Enter The Following Information About Yourself". There are four input fields: "Email Address:", "Verify Email Address:", "Password:", and "ReType Password:". Below these fields is a red-bordered box containing the following text: "A verification email will be sent to your email address from: donotreply@k12.ca.us. Before continuing, please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email." Below the red box are "Previous" and "Next" buttons. The Windows taskbar at the bottom shows the time as 10:08 AM on 6/15/2015.

STEP 3: E-mail Account Verification



(Example of E-mail You Will Receive When Aeries Parent Portal Account Created)

From: donotreply@hlpusd.k12.ca.us [mailto:donotreply@hlpusd.k12.ca.us]

Sent: Monday, June 15, 2015 10:11 AM

To: John Doe

Subject: Aeries Account Verification (jdoe@verizon.net)

Thank you for registering for an *Aeries* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

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

[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.

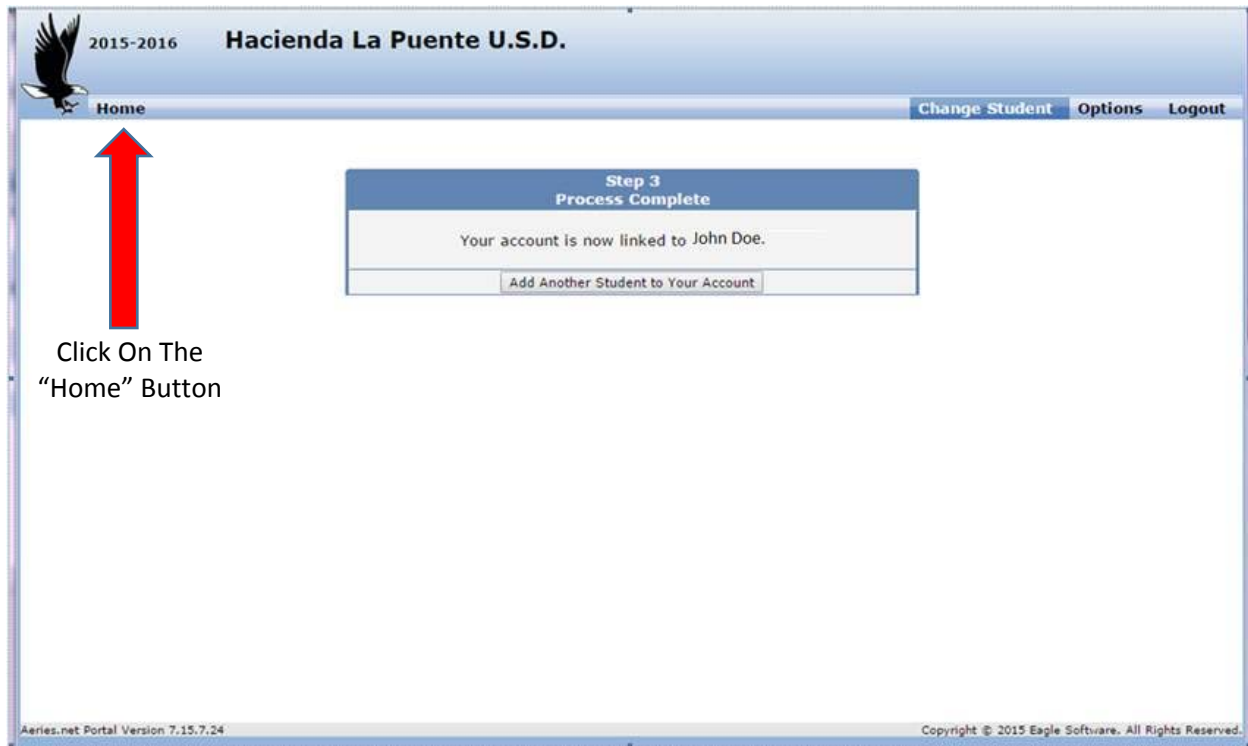
<http://parent.hlpusd.k12.ca.us/aeries.net/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:

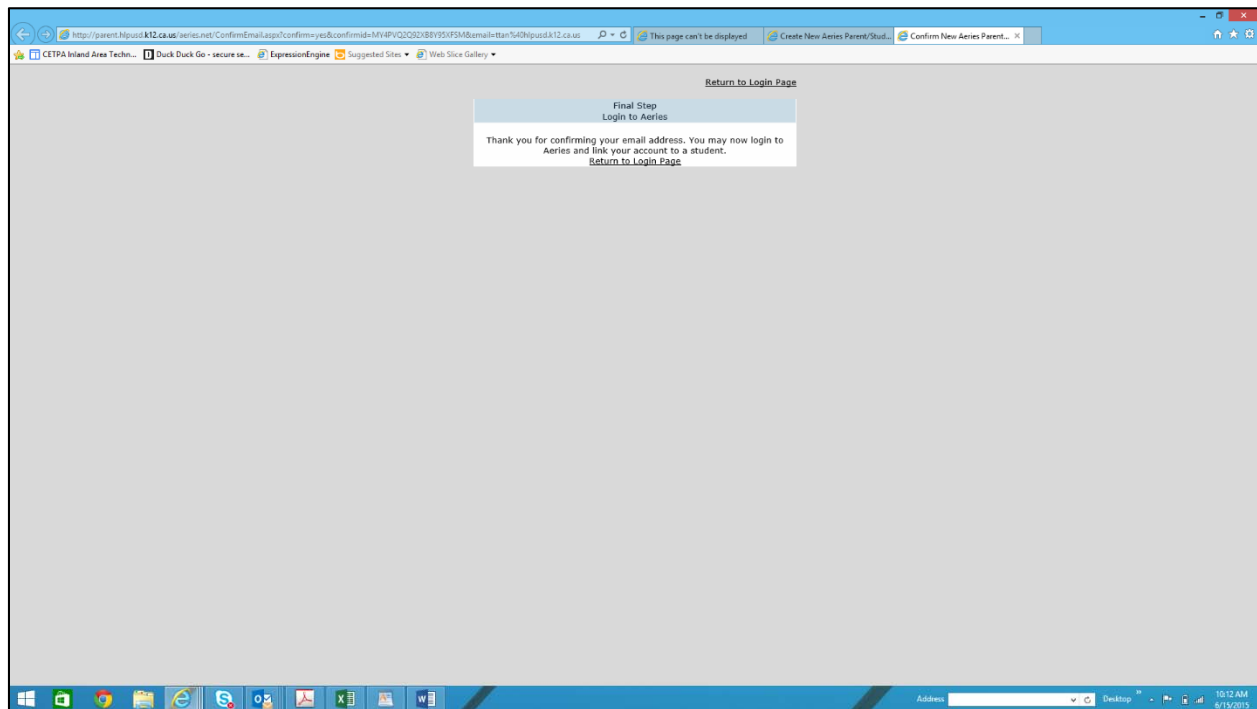
Email Address: jdoe@verizon.net

Email Code: MY4PVQ2Q92XB8Y95XFSM

Below is what you will see when Step 3 is complete. Click on the [Home](#) button.



STEP 4: Login To Aeries Parent Portal



Once you log into Aeries Parent Portal, you will be asked to provide the:

- 1) Student Permanent ID number
- 2) Student Home Telephone Number
- 3) Verification Pass Code (VPC)

The screenshot shows a web browser window with the URL <http://parent.hipusd.k12.ca.us/aeries.net/AddNewStudentToParent.aspx>. The page title is "Hacienda La Puente U.S.D." and the year is "2014-2015". The main content area displays a "Step 1 Student Verification" form. The form asks the user to "Please Enter The Following Information About Your Student" and includes three input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". Below these fields are "Previous" and "Next" buttons. The footer of the page indicates "Aeries.net Portal Version 7.15.5.22" and "Copyright © 2015 Eagle Software. All Rights Reserved."

This is an example of what you will see once logged into Aeries Parent Portal. Note that this is a currently displaying a minimal amount of data. More data will be displayed in the future as needs progress.

The screenshot shows the Aeries Parent Portal home page for "John Doe" at "Newton MS" for the "2015-2016" school year. The page features a "Calendar" section with a date selector set to "08/06/2015" and a "Display" dropdown set to "Day". Below the calendar, it states "You have no events for this date". To the right, there is a table titled "Students You Have Access To" with the following data:

Student	Grade	School
John Doe	8	Newton MS

At the bottom, there is an "Attendance Summary" section with a table showing attendance for all days of the week (0-9). The footer indicates "Aeries.net Portal Version 7.15.7.24" and "Copyright © 2015 Eagle Software. All Rights Reserved."

How to Find the Verification Pass Code (VPC) for Aeries Parent Portal

The screenshot shows the Aeries.NET web application interface. The top navigation bar includes the Aeries.NET logo, the school name '2015-2016 Newton MS', and a user welcome message 'Welcome Shelley Ellison' with a 'My Options' link. A left sidebar menu lists various navigation options under 'STUDENT FLAGS', including 'Home', 'MY FAVORITES (3)', 'STUDENT DATA', 'ATTENDANCE ACCOUNTING', 'GRADE REPORTING', 'SUPPLEMENTAL ATTENDANCE', 'SCHEDULING PROCESS', 'SCHOOL INFO', 'SERVICE LEARNING', and links for 'View All Reports', 'View All Forms', 'Query', 'Change School', and 'Log Out'. The main content area is titled 'Print Avery 5160 Labels Report Options'. It features a 'Report Format' dropdown set to 'PDF', a 'Report Delivery' dropdown set to 'None', and a 'Which Report:' section with radio button options: 'Labels Addressed To Parents', 'Labels Addressed To Students', '1 Per Family Labels', 'Student Birthday Labels', 'Student Info Labels', 'Labels With Parent Portal Info' (which is selected), and 'Return Address Labels'. Below these are checkboxes for 'Print Student Permanent ID' (checked), 'Print Student Home Phone', 'Only Print Students In Specific Classes', and 'Sort By Class'. A 'Run Report' button is at the bottom. A note at the bottom of the form explains that for proper printing on Avery 5160 labels, the 'Print Scaling' property in Adobe Acrobat Reader must be set to 'None'. The footer shows 'Aeries.net Version 7.15.7.24' and 'Copyright © 2015 Eagle Software. All Rights Reserved.'

1. Log Into Aeries
2. Go to “View All Reports”
3. Select “Print Avery 5160 Labels”
4. Select option “Labels with Parent Portal Info”: Note options to print student permanent ID, student home phone, and sort by teacher/class

*** SECURITY WARNING ***

It is best practice to distribute the verification code in person to verify the identity of the parent/guardian.

The school can use the VPC Avery 5160 Labels to distribute the VPC value, the Student’s Permanent ID Number and Home Telephone Number to the parents of each student.

Eagle Software recommends distributing this information during Registration, Back-To-School Night or by regular Mail. The VPC Avery 5160 Labels can be printed out by teacher/class so distributing the labels and instructions at Back-To-School Night is very easy.

Aeries recommends **not** printing the telephone number on the label or letter provided to the parents/guardians. If parents/guardians do not remember what they provided as the Home Telephone Number to the school on their registration document or emergency contact document, then a district/school may request the parent/guardian to come into the office to fill out proper documentation.

Inform parents the key information provided to associate their account with their student(s) must be kept secure to prevent any other person from creating an account and gaining access to their student's information. Parents/guardians may want to remind their students not to share the information with their friends or other individuals outside the family.

Information displayed in the Aeries Parent Portal is configured for districtwide use by HLPUSD Network & Computer Services. For help, contact HLPUSD Help Desk at x1111 or helpdesk@hlpusd.k12.ca.us