

Pasadena Unified School District

AERIES.NET PARENT PORTAL

GETTING STARTED GUIDE



What is the purpose of the Parent Portal?

The Parent Portal is designed to give parents/guardians the opportunity to access student data directly through the district's online Student Information System – Aeries – and improve the connection between parents, students, and teachers. Student data may include but is not limited to grades, assignments, attendance, schedules, tasks, demographics, health information, discipline, statistics and more.

IMPORTANT!

Before an account can be created, parent(s)/guardian(s) MUST first do the following:

- **VISIT the respective school site and submit a signed *Parent Portal Access Form*.**
The school administration staff must **VERIFY** the parent(s)/guardian(s) who will be accessing the parent portal. ID Required.
- **UPDATE all contact information as needed (including email address).**
- **OBTAIN VERIFICATION PASS CODE (VPC):**

Once verified, the school admin staff will provide the VPC needed in order to link your child and complete the account creation process (step 7 below).

- **VPC, Student ID#, and Primary Phone# on student's record must be confirmed with the school to properly link your child**
- **Separate VPC's are needed for each child**

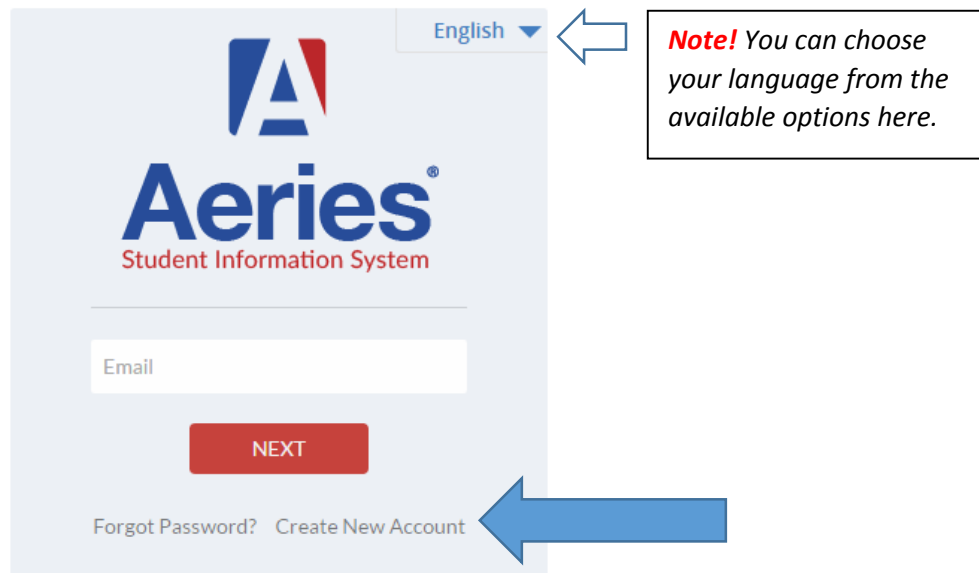
Creating an Account and Linking your First Student:

1. Open your web browser (e.g. Chrome, Firefox, Internet Explorer, Safari) and go to the PUSD Parent Portal Resource Page: <https://www.pusd.us/parentportal> click the blue "Login" button at the top right for the Parent Portal login page.

Note! While other browsers may work, PUSD **highly recommends using Google Chrome** as your internet browser to access the Parent Portal as it is designed to be most compatible with Aeries. Pop-ups must also be enabled in Chrome for full access to Parent Portal functionality, see instructions at bottom of this document (can be done after creating account & linking student).

2. Click "Create New Account" from the login page as seen below.

Pasadena Unified School District



English

Aeries
Student Information System

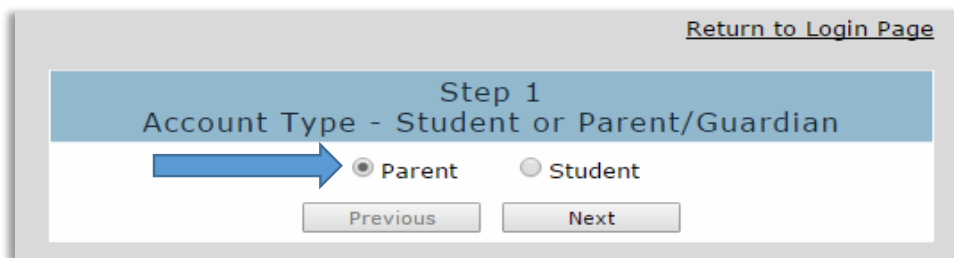
Email

NEXT

Forgot Password? Create New Account

Note! You can choose your language from the available options here.

3. Choose the "Parent" option from the next prompt as seen below and click "Next":



Return to Login Page

Step 1
Account Type - Student or Parent/Guardian

Parent Student

Previous Next

4. Enter your email address and the desired password to be used for the new account on the next prompt as seen below. Both will need to be entered twice to confirm. Once all 4 fields have been filled correctly, click “Next”:

The screenshot shows a registration form titled "Step 2 Account Information". The instructions are "Please Enter The Following Information About Yourself". There are four input fields: "Email Address" (parent.example@email.com), "Verify Email Address" (parent.example@email.com), "Password" (masked with dots), and "Retype Password" (masked with dots). Blue arrows point to the right for the email fields and to the left for the password fields. Below the fields is a red-bordered box with the text: "A verification email will be sent to your email address from: **DoNotReply@pusd.us** Before continuing, please add this email address to your **contacts or safe senders list**, to ensure you receive this email." At the bottom are "Previous" and "Next" buttons, with a blue arrow pointing to the "Next" button.

Note!

- Please add the DoNotReply@pusd.us email address to your “contacts” or “safe senders” list as recommended above. This may help ensure the verification email is received and not filtered out as spam.
- Passwords may be changed from the Parent Portal home page AFTER the registration process is completed.

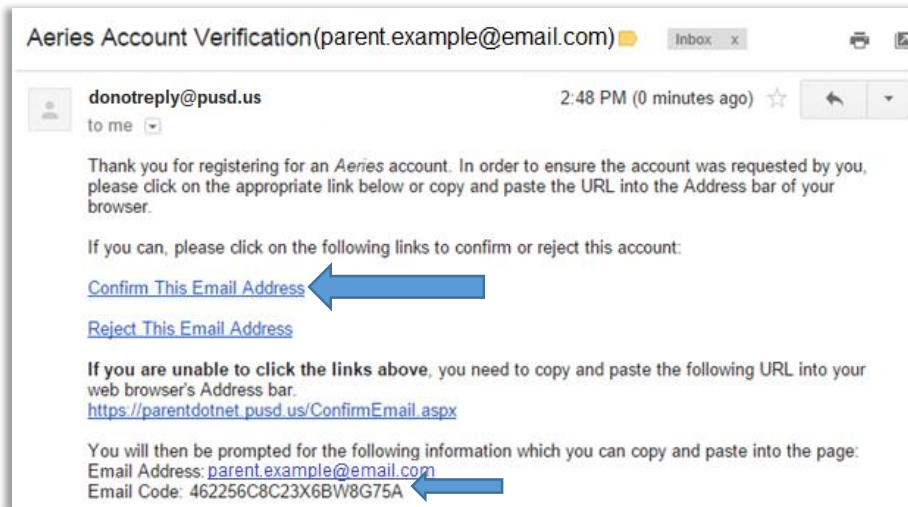
5. After clicking “Next” from step 4, a verification email will be sent to the email address entered and the below “*Email Verification*” screen is displayed:

The screenshot shows a verification screen titled "Step 3 Email Verification". At the top right is a link "Return to Login Page". The main text is: "A verification email has been sent to your email address from: **DoNotReply@pusd.us** Click the **Confirm** link provided in the email or copy and paste the Email Code into the field below". Below this is an "Email Code:" input field. At the bottom are "Previous" and "Next" buttons.

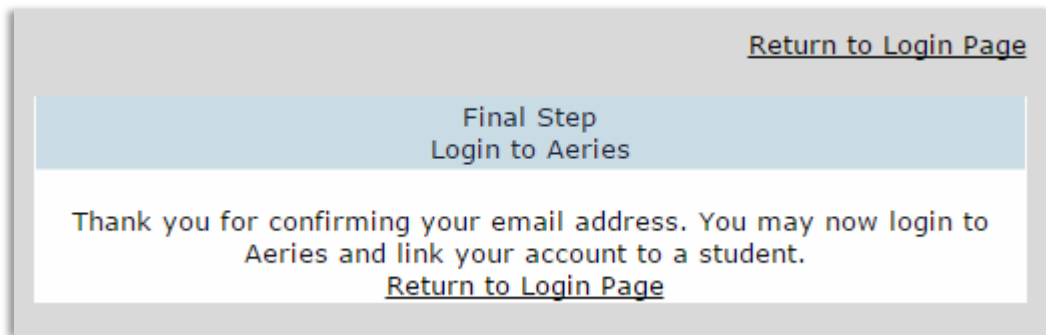
IMPORTANT!

The registration process will be halted until you retrieve the verification email (see sample below) from your inbox and either click on the “**Confirm This Email Address**” link. If the link does not work, a backup **Email Code** can be copied/pasted into the appropriate field on the *Email Verification* screen above. Either option can be used to properly register the email address and create the account.

Sample of verification email:

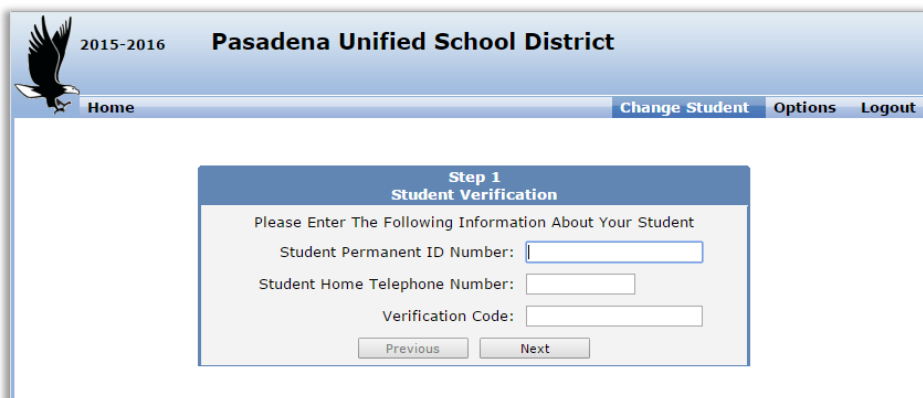


6. After clicking the “**Confirm This Email Address**” link or using the backup “**Email Code**”, the below confirmation screen will display:



Click the “Return to Login Page” link to log into the Parent Portal using the email address and password registered with the account.

7. Upon logging in, the “*Student Verification*” prompt will display where you must enter the information obtained from the school site as instructed at the top on the first page of this manual and click “Next”:



8. If the information entered matches what is on the student’s record on the school site’s end, you will receive the below “*Emergency Contact Verification*” screen which displays the existing contacts from the student’s record.

Choose your name from the list and click “Next”.

If your name is not on the list, choose “None of the above” and click “Next”:

Name	Relationship
Adam Abbott	Father
Sara Abbott	Stepmother
Alice Abbott	DO NOT CONTACT
Johnson, Bonnie	Emergency Contact
Abbott, George	Grandfather
Smith, Paul	Agency Representative
None of the above	

Note!

- If an existing email is found on the student’s contact record but is different than the email address used to register the new parent portal account, you will be prompted to replace it:

That Contact record already has an email address. Would you like to replace it?

OK

9. After clicking “Next”, the below confirmation screen is displayed and you have successfully created your account and added your first student!

Step 3
Process Complete

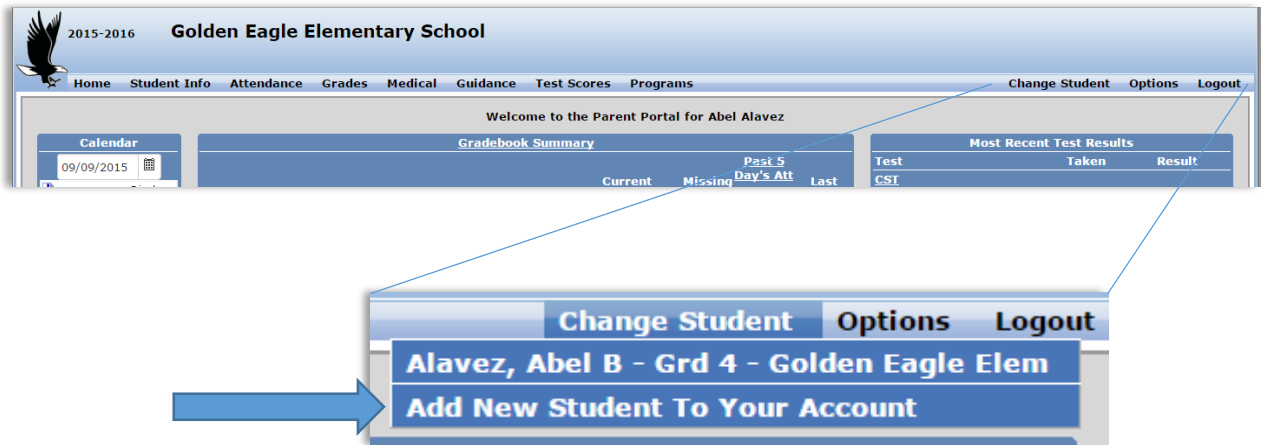
Your account is now linked to Allan Abbott.

Add Another Student to Your Account

How to Add Additional Students to Your Account

1. After logging into the Parent Portal, the **“Change Student”** drop down menu at the top right corner of the header area displays all students currently assigned to the account and will allow you to change students by simply clicking on the student name you wish to view information for.

This drop down menu also contains the **“Add New Student To Your Account”** option at the bottom of the list as seen below:



IMPORTANT!

You must be verified by the school admin staff in order to confirm and obtain the needed information (Student ID, Primary/Home Phone number, Verification Pass Code) in order to successfully add a new student to the account.

2. To add a new student, click the **“Add New Student To Your Account”** option from the **“Change Student”** drop down menu. You will be prompted with the same **“Student Verification”** screen when linking your first student and will need to enter the new student’s **ID number**, **Primary Phone number**, and **Verification Pass Code** obtained from the school site and click **“Next”**:

The image shows a screenshot of the 'Step 1 Student Verification' form. The form has a blue header with the text 'Step 1 Student Verification'. Below the header, it says 'Please Enter The Following Information About Your Student'. There are three input fields: 'Student Permanent ID Number:', 'Student Home Telephone Number:', and 'Verification Code:'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

3. Just as you added your first student, if the information matches what is on the student’s record on the school site’s end, you will receive the below **“Emergency Contact Verification”** screen displaying the existing contacts from the student’s record.

4. Choose your name from the list and click "Next".

Name	Relationship
Sam Abdo	Stepfather
None of the above	

If your name is not on the list, choose "None of the above" and click "Next":

You should then receive the final "Process Complete" prompt below and the newly added student will appear in your "**Change Student**" drop down menu:

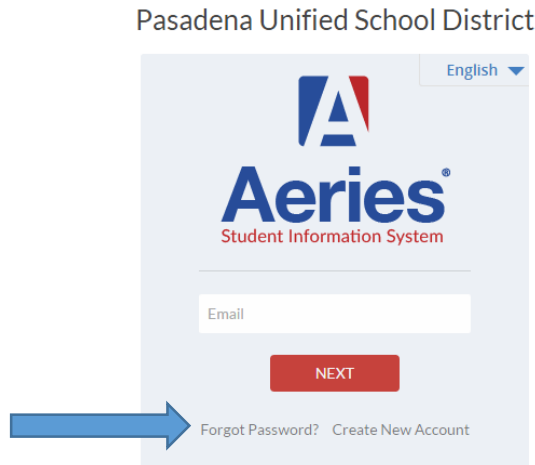
Step 3
Process Complete

Your account is now linked to Arnold Abdo.

Add Another Student to Your Account

How to Reset Your Password (if forgotten)

1. Go to the Parent Portal login page (again, link can be found from the PUSD Parent Portal Resource Page at <https://www.pusd.us/parentportal> click the blue “Login” button at the top right) and click the “**Forgot Password**” link as seen below:



2. You will then be prompted to enter the email address that was originally registered with the account as seen below. After entering your email address, click “Next”.

Step 1
Send Email Verification

Please enter your email address into the field below:

Email Address:

A verification email will be sent to your email address from:
DoNotReply@pusd.us
Before continuing, please add this email address to your
contacts or safe senders list, to ensure you receive this email.

Next

Note!

- It’s recommended again to add the DoNotReply@pusd.us email address to your email’s “contacts” or “safe senders” list if not done previously as this may help ensure the verification email is received and not filtered out as spam
3. After clicking “Next”, a verification email will be sent to the address provided and you will receive the below prompt:

Step 2
Email Verification

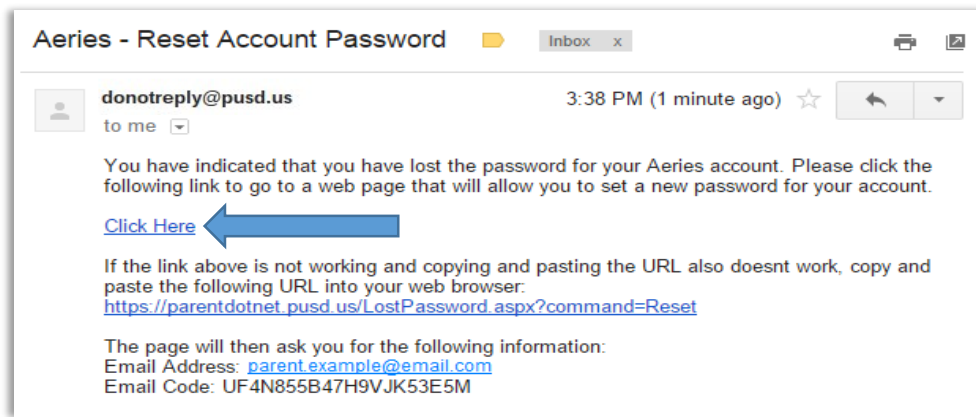
A verification email has been sent to your email address from:
DoNotReply@pusd.us
Click the **Click Here** link provided in the email or copy and paste
the Email Code into the field below

Email Address:

Email Code:

Next

Example of password verification email:



4. Click the “Click Here” link from the verification email to open a new page and should automatically populate both the Email Address and Email Code fields as seen below.

Step 2
Email Verification

A verification email has been sent to your email address from:
DoNotReply@pusd.us
Click the **Click Here** link provided in the email or copy and paste the Email Code into the field below

Email Address:

Email Code:

Next

5. After clicking “Next” you will be prompted to enter your NEW password *twice* to confirm:

[Return to Login Page](#)

Final Step
Set New Password

Thank you for confirming your email address. You may now enter a new password for your account.

New Password:

ReType New Password:

Next

If entered twice correctly, you will receive the below confirmation screen where you can click the “Return to Login Page” to log in using your NEW password:

[Return to Login Page](#)

Complete

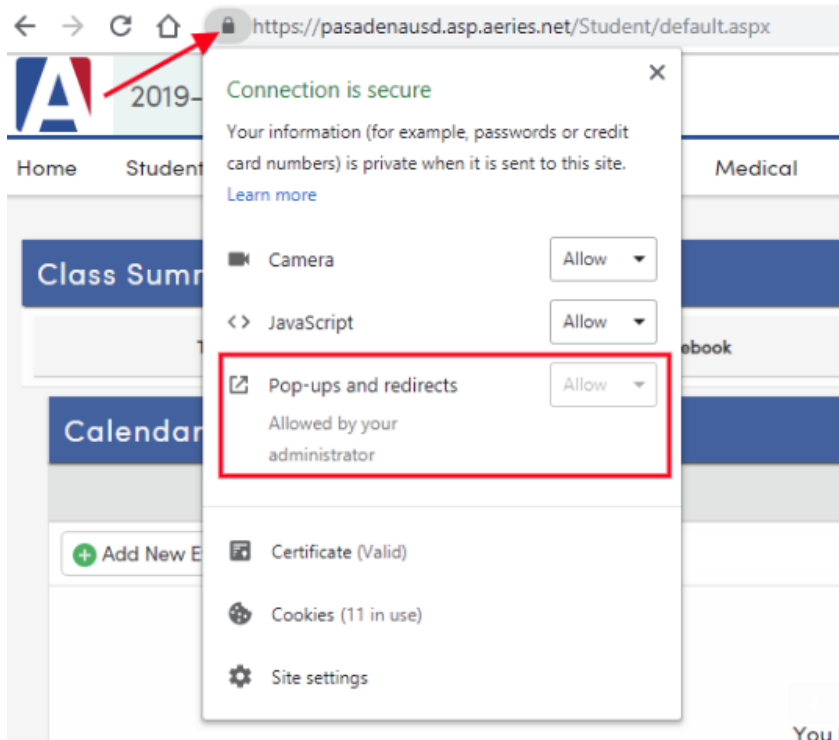
Your password has been adjusted. You may now login to Aeries.
[Return to Login Page](#)

Enable Pop-Ups on Google Chrome:

Certain features in the Parent Portal must have Pop-ups enabled in your browser in order for them to properly work, for example, generating the State Test Scores PDF Report. However, pop-ups may be blocked by your browser by default.

To check if Pop-ups are enabled in Chrome:

1. Log into the Parent Portal
2. Click the small “lock” icon to the left of your URL in the address bar:



3. Look for the “**Pop-ups and redirects**” option and check to make sure it is set to “**Allow**”.
4. If you don’t see “Pop-ups and redirects” from the above short menu, click “Site Settings” at the bottom where it should be found from the full list of site settings.

Note: you may need to refresh the Parent Portal page after making this change.