

# 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 Home 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, etc.) and go to: <https://parents.pusd.us/>.
2. Click “Create New Account” from the log-in 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”:

**Step 2**  
**Account Information**

Please Enter The Following Information About Yourself

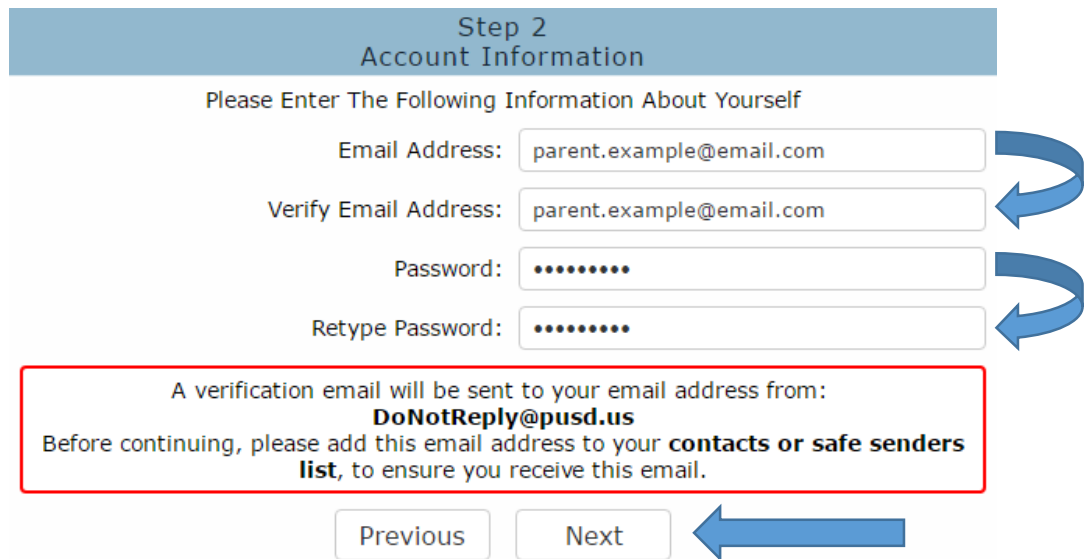
Email Address:

Verify Email Address:

Password:

Retype Password:

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.



**Note!**

- Please add the [DoNotReply@pusd.us](mailto: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:

Return to Login Page

Step 3  
Email Verification

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

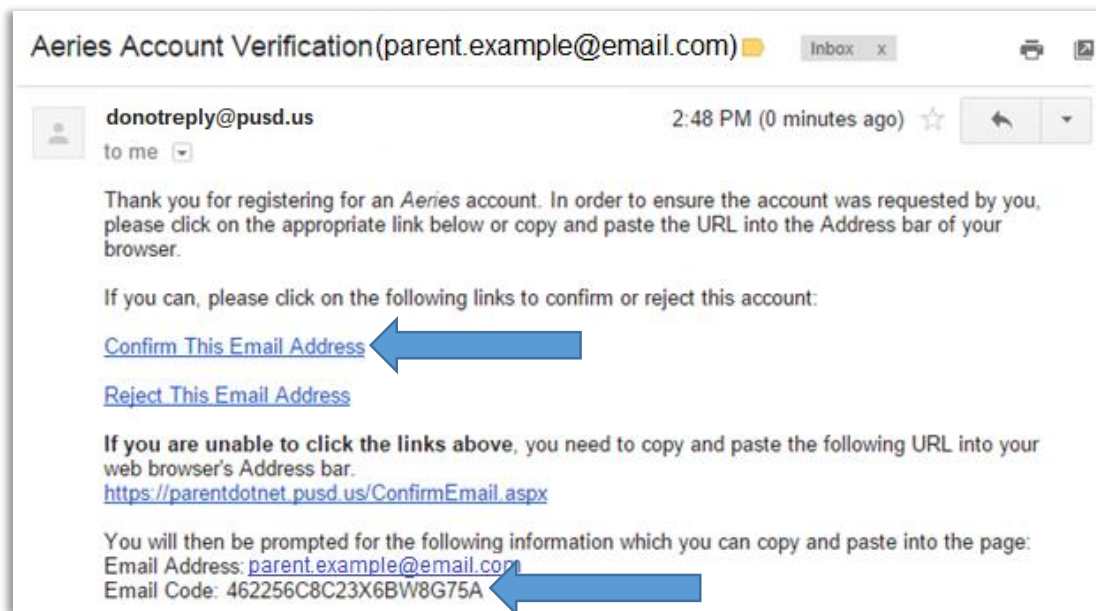
Email Code:

Previous Next

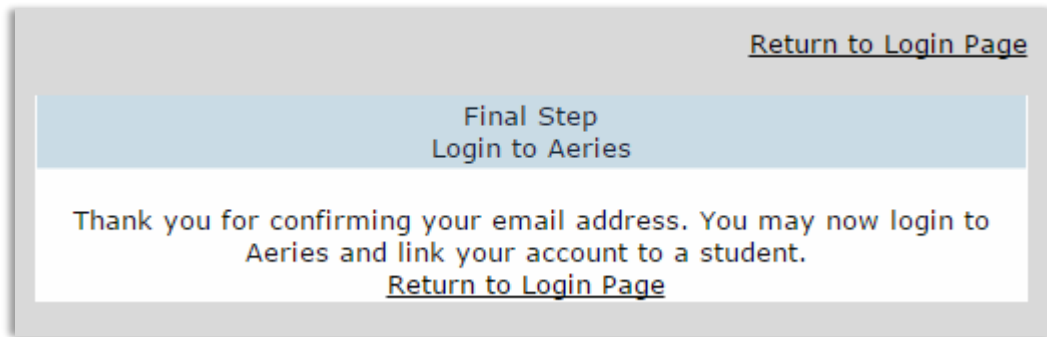
**IMPORTANT!**

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 OR manually copy the “**Email Code**” and enter/paste it 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 “**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”:

A screenshot of the Pasadena Unified School District Parent Portal. The header shows the school year "2015-2016" and the district name "Pasadena Unified School District". There is a logo of an eagle on the left. Below the header is a navigation bar with links for "Home", "Change Student", "Options", and "Logout". The main content area displays a "Step 1 Student Verification" form. The form has a title "Step 1 Student Verification" and a subtitle "Please Enter The Following Information About Your Student". It contains three input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". At the bottom of the form are two buttons: "Previous" and "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:

Previous Next

**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.

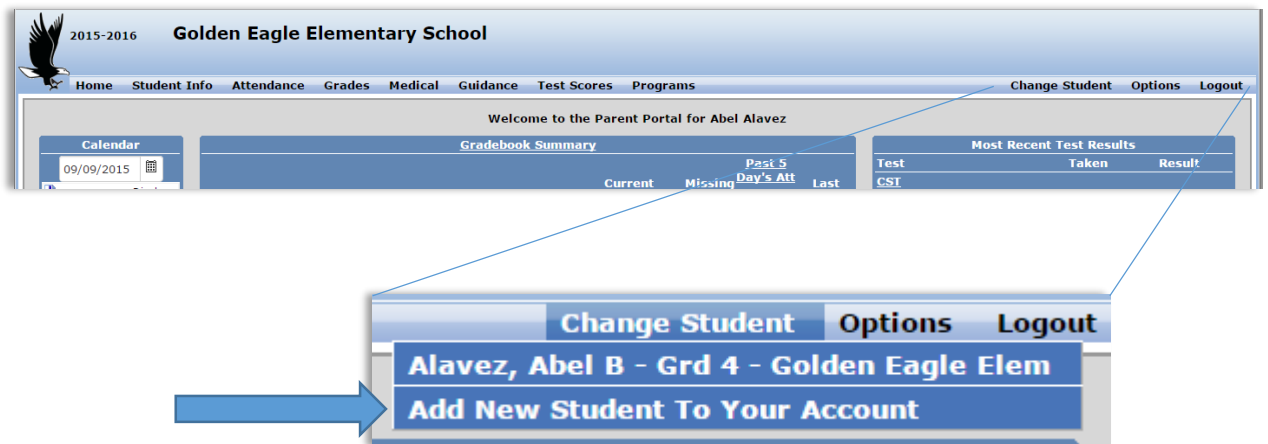
Add Another Student to Your Account

You can now log in from <https://parentdotnet.pusd.us/> and view information for your child.

# 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, Home 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 title is 'Step 1 Student Verification'. Below the title, 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.

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":

**Step 2**  
**Emergency Contact Verification**

Your account is now linked to Arnold Abdo.

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

Name	Relationship
Sam Abdo	Stepfather
None of the above	

Previous 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**

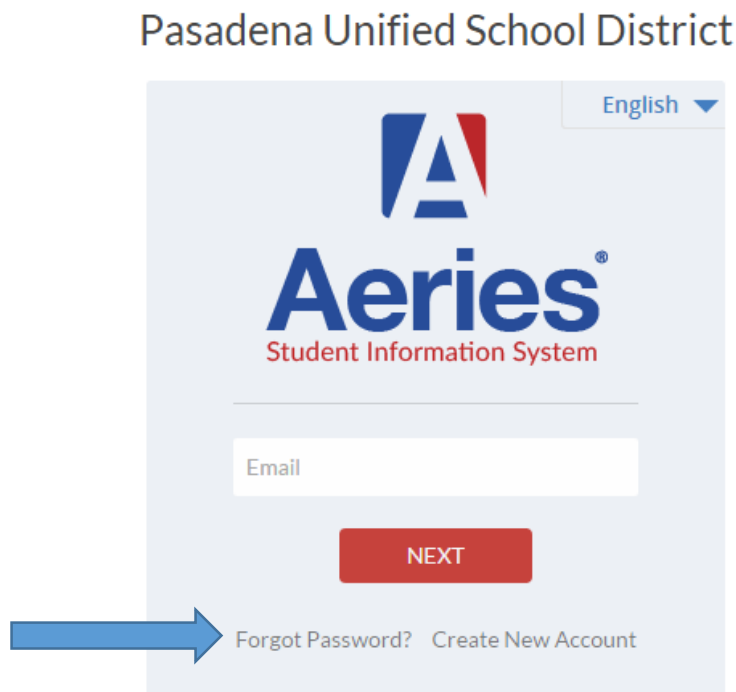
Your account is now linked to Arnold Abdo.

Add Another Student to Your Account



# How to Reset Your Password (if forgotten)

1. Go to the Parent Portal log-in page at <https://parents.pusd.us/> 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](mailto: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.
4. After clicking “Next”, a verification email will be sent to the address provided and you will receive the below prompt:

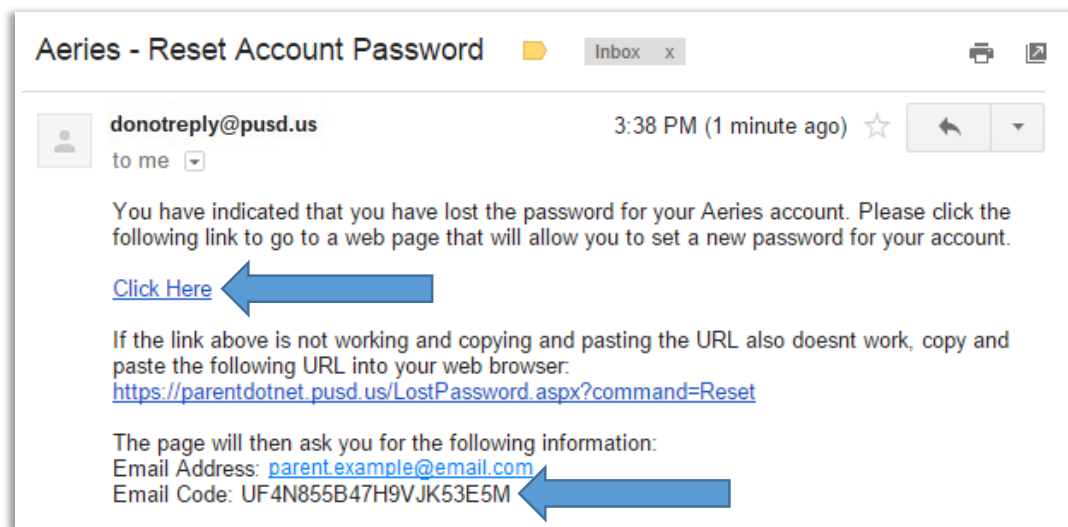
**Step 2**  
**Email Verification**

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:

Example of password verification email:



**IMPORTANT!**

The password reset process will be halted until you retrieve the verification email from your inbox and either click on the “**Click Here**” link OR copy the “**Email Code**” provided and manually enter/paste it into the appropriate field on the *Email Verification* screen above along with your email address. Either option can be used to properly prompt you to change your password.

5. Clicking the “Click Here” link from the verification email will automatically open a new page and 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

6. 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](#)