

Parent Portal Account Setup

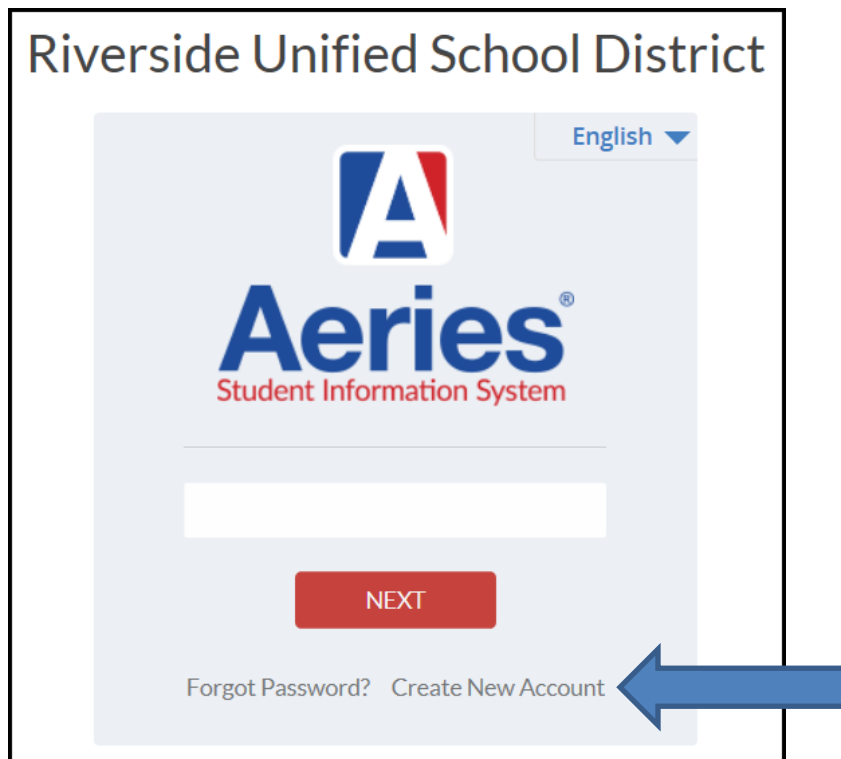
Below is a step-by-step guide to create an Aeries Parent Portal account to access your student's grades, attendance, schedules/teacher, assignments, State Assessment scores, Data Confirmation and more.

Parents must have a valid personal email address to create a Portal account and the following three items of information to associate that account with their student(s):

- Student's permanent ID number
- Verification Pass Code (unique individualized code provided by the school)
- Primary telephone number on record with student's school

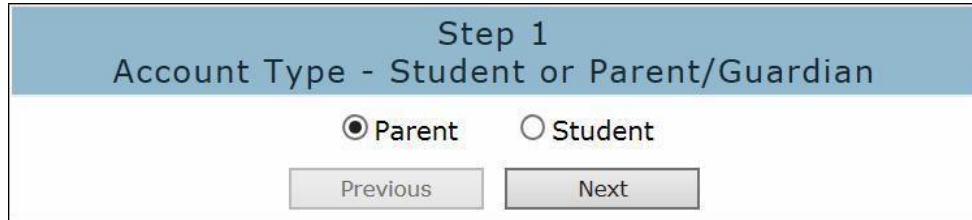
To create your account:

- Open a web browser and go to <https://aeriesportal.rusd.k12.ca.us/LoginParent.aspx>
- Click the **Create New Account** link at the bottom of the screen.



- **Step 1:** Select the account type. Make sure to choose the **Parent** account option as shown below and then click **Next**.

Note: If you are a student following these steps, please choose the **Student** option.



Step 1
Account Type - Student or Parent/Guardian

☒ Parent ☐ Student

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- **Step 2:** You will need a valid personal email address to create an account. Enter this email address in both the **Email Address** and **Verify Email Address** fields. For illustration we have used a fictitious email address below. Then enter a password in both the **Password** and **Retype Password** fields. Choose something easy to remember, but not easy for someone else to guess. Then click the **Next** button.

Note: Passwords can be changed via the **Forgot Password** link on the Parent Portal home page after the registration process is complete.



Step 2
Account Information

Please Enter The Following Information About Yourself

Email Address: parent@gmail.com

Verify Email Address: parent@gmail.com

Password:

ReType Password:

A verification email will be sent to your email address from:
RUSDParent@rusd.k12.ca.us
Before continuing, Please add this email address to your "contacts" or
"safe senders" list to ensure you receive this email.

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- **Step 3:** You will need to verify the email address you entered by retrieving the **Email Code** that was sent to you in the verification email. The account setup will not complete until the email address you provided has been verified.

IMPORTANT:

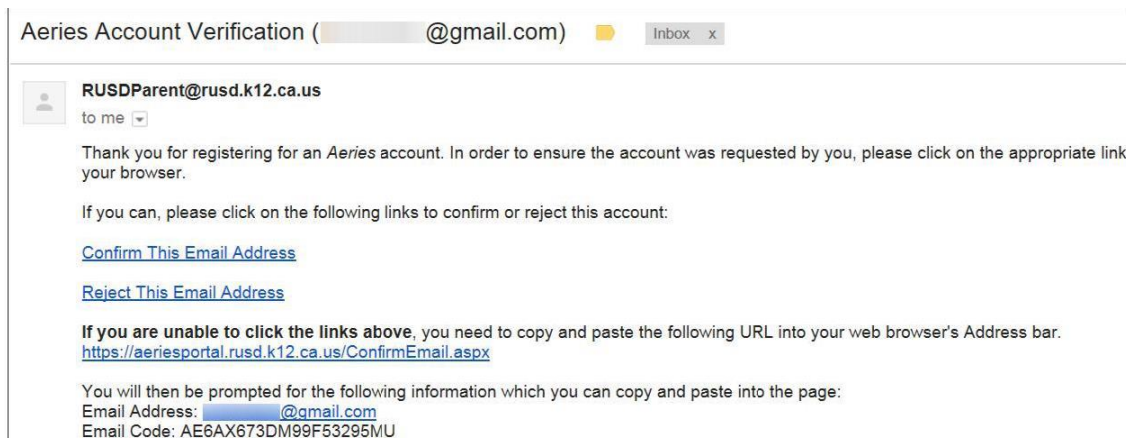
You must open, read and follow the instructions in the verification email that you receive in order to complete your Aeries Parent Portal Account Setup. Make sure to check your Junk or Spam mail for this verification email.

Step 3
Email Verification

A verification email has been sent to your email address from:
RUSDParent@rusd.k12.ca.us
Click the "Confirm" link provided in that email or copy and paste the
Email Code into the field below:

Email Code:

Below is an example of the verification email. You will need to open this email and click on the **Confirm This Email Address** link to complete your account setup.



A window, like the one shown below, will appear once you confirm your email. To continue the account setup, click on the **Return to Login Page** link in the message.

Final Step
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.
Return to Login Page

Now you can enter the login Information (email address) that you provided in Step 2.

Riverside Unified School District

English ▼


Aeries
Student Information System

parent@gmail.com x

NEXT

Forgot Password? Create New Account

Enter the following information provided to you by the school: **Student Permanent ID Number**, **Student Home Telephone** (Primary Telephone Number as it appears in Aeries), and the **Verification Code (VPC)**. Then click **Next**.

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code: x

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Choose your Relationship status, then click **Next**.

Step 2
Emergency Contact Verification

Your account is now linked to [REDACTED].

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

Name	Relationship
[REDACTED]	Mother
[REDACTED]	Father
[REDACTED]	Brother
[REDACTED]	Sister
None of the above	

You should then get a dialog box confirming that your account has been setup and linked to your student.

Step 3
Process Complete

Your account is now linked to [REDACTED].

You can click on **Add Another Student to Your Account** to add another student, or you can click on the **Home** menu to view your student's information.