

# How to Create a new account in Aeries

1. Go to Cal Aero website, students, Aeries student/parent login
2. Click “Create New Account”
3. Select “Student”, click next
4. Type student email address (your computer [username@stu.chino.k12.ca.us](mailto:username@stu.chino.k12.ca.us))
  - a. Confirm email address and click next
5. Type password, use this format: Capital first initial, lower last initial, last 5 of student id, and a special character.
  - a. Example: Jd12345!
  - b. Confirm password and click next
6. Go to your school email account (**Office 365 Portal**) & look for an email from “webmaster@chino.k12.ca.us”
  - a. It will say “Aeries Account Verification”
  - b. Click on “Confirm This Email Address”
  - c. Click “Return to Login”. It brings you back to Aeries login

# Continued- How to Create a new account in Aeries

**Not Receiving Emails?** Add [webmaster@chino.k12.ca.us](mailto:webmaster@chino.k12.ca.us) to your contacts in your Office 365 Portal. Then try again.

7. Type in email address & password. Click next
8. Type in Permanent ID Number, Primary Home Telephone Number, & Verification Code.
  - . If you do not have a code; email your teacher or call the office. Note: **Code might be all**
  - . **lowercase.**

**Note:** Primary home telephone number **must be** the primary number listed in Aeries.