



HOW TO CREATE A STUDENT PORTAL ACCOUNT IN AERIES

STEP-BY-STEP INSTRUCTIONS FOR SETTING UP YOUR AERIES
STUDENT PORTAL ACCOUNT

PRESENTED BY: CVUSD TECHNOLOGY & INFORMATION SERVICES

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GETTING STARTED

WHAT YOU WILL NEED

1. Internet access.
2. An email address.
3. Your Credentials which include:
 - a. Your Permanent ID as listed in the student information system
 - b. The primary phone number you provided to your school
 - c. A ten-digit Verification Passcode (VPC)

*** Items 3a-3c will be provided to you by your school. If you have not received these items from your school, please contact them for your credentials.**

Once you have all the items listed above, you can begin to create your account.

TO BEGIN CREATING ACCOUNT

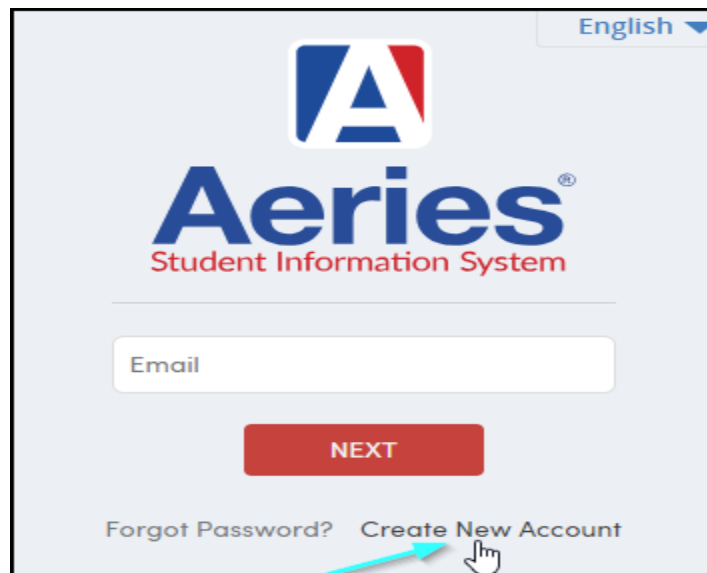
- Open your internet browser and go to the Chino Valley Unified School District web page (www.chino.k12.ca.us); select **1. “Parents”** and **2. “Aeries Parent Portal”** link on the drop menu.



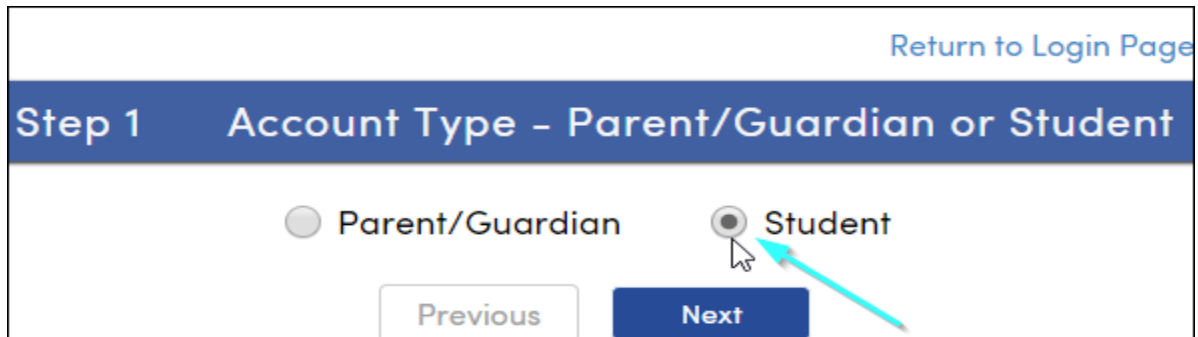
- Next, you'll be taken to a page where you select the “**AERIES SIS**” Icon.



- Click on the “**Create New Account**” link, located at the bottom of the login window.



- In Step 1, select “**Student**”, then click on “**Next**”.



Return to Login Page

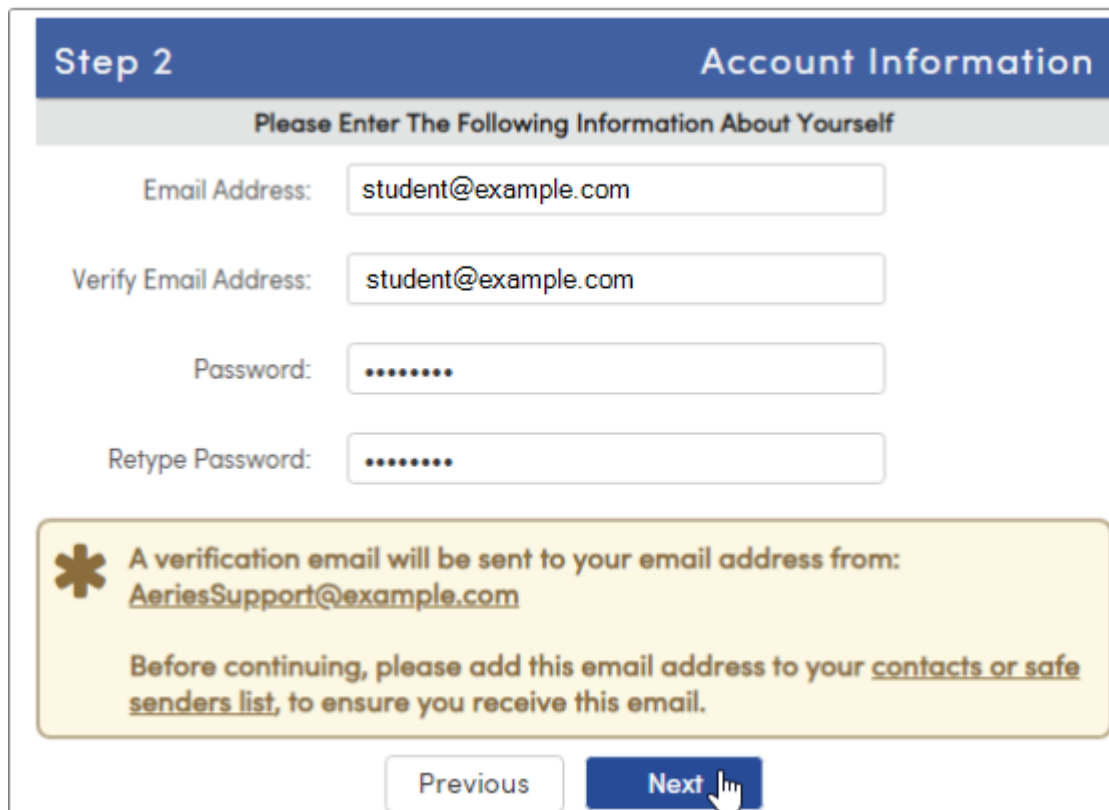
Step 1 Account Type – Parent/Guardian or Student

☐ Parent/Guardian ☒ Student

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A screenshot of the 'Step 1 Account Type' selection screen. At the top right is a link 'Return to Login Page'. The title is 'Step 1 Account Type – Parent/Guardian or Student'. There are two radio buttons: 'Parent/Guardian' (unselected) and 'Student' (selected). A red arrow points to the 'Student' radio button. At the bottom are 'Previous' and 'Next' buttons.

- In Step 2, enter your email address and re-type to verify it. Then create a password and re-type it. Passwords must contain at least 6 characters, and upper and lower-case letter, and one special character (!,@,#,\$, etc...) then click on “**Next**”.



Step 2 Account Information

Please Enter The Following Information About Yourself

Email Address:

Verify Email Address:

Password:

Retype Password:

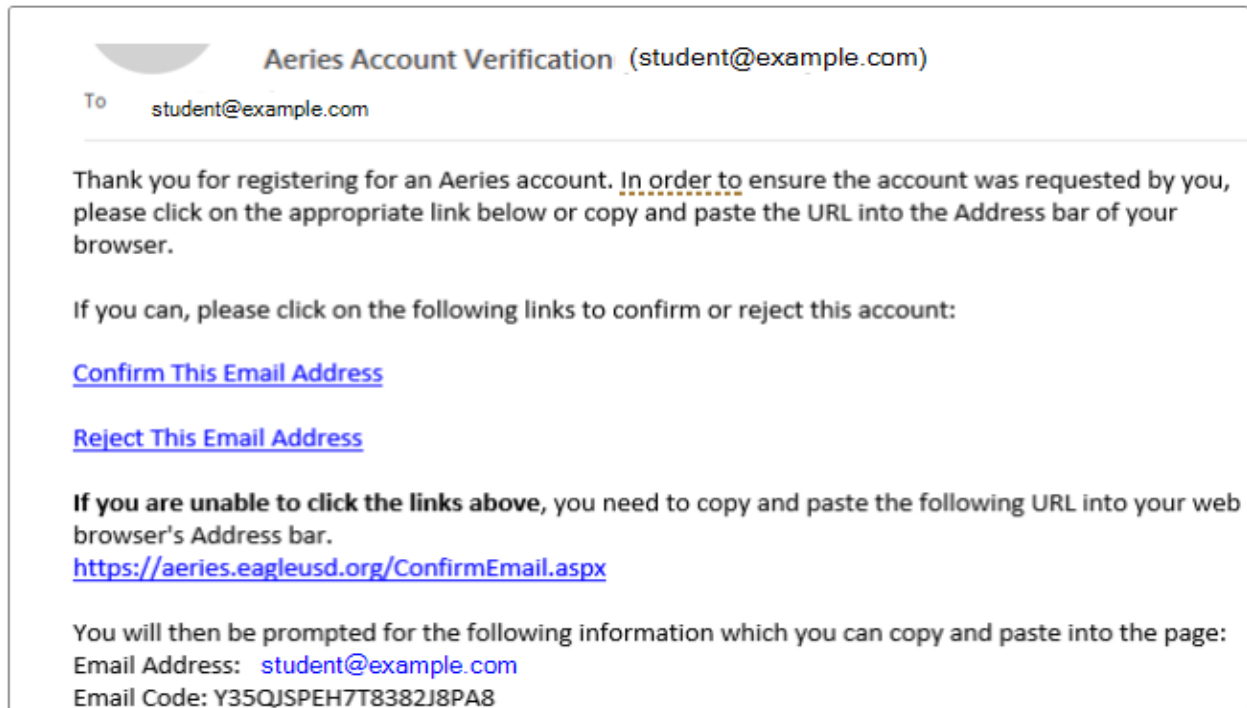
***** A verification email will be sent to your email address from: AeriesSupport@example.com

Before continuing, please add this email address to your contacts or safe senders list, to ensure you receive this email.

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A screenshot of the 'Step 2 Account Information' form. The title is 'Step 2 Account Information'. Below it is a subtitle 'Please Enter The Following Information About Yourself'. There are four input fields: 'Email Address' (student@example.com), 'Verify Email Address' (student@example.com), 'Password' (masked with dots), and 'Retype Password' (masked with dots). Below the input fields is a yellow box with an asterisk icon and text: 'A verification email will be sent to your email address from: AeriesSupport@example.com'. Below this is another line of text: '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. A hand cursor is over the 'Next' button.

- After that step, an email will be sent to your email address and the registration process will be halted until you go to your inbox and click on the [Confirm This Email Address](#) link in the email that was sent.



- If you are unable to click on the links in the e-mail, you can manually go to the URL specified and manually Accept or Reject the account. Note: The "Email code" should not be confused with the VPC code. The E-mail code is **only** used as part of the one-time activation process.

The screenshot shows a web form titled "Step 3 Email Verification". It contains an information icon and the text: "Please enter your email address and copy and paste the Email Code from the confirmation email into the fields below:". There are two input fields: "Email Address:" with the value "student@example.com" and "Email Code:" with the value "Y35QJSPEH7T8382J8PA8". At the bottom, there are two buttons: "Reject" and "Accept". A mouse cursor is pointing at the "Accept" button.

- You will now need to click **Return to Login Page**.

[Return to Login Page](#)

Step 4

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](#)

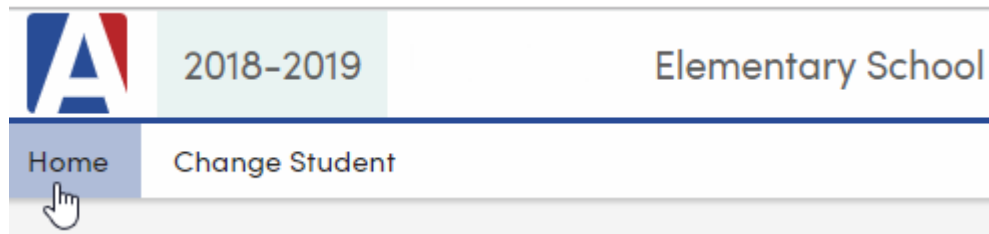
- Sign In with your email address and password. The registration process will continue with information provided to you by the school including: Student Permanent ID, Student Home Telephone Number, and Verification Pass Code. (Do not use the “Email Code” that is in the confirmation email.).

Step 1 Student Verification	
Please Enter The Following Information About Your Student	
Student Permanent ID Number:	99400001
Student Home Telephone Number:	(888) 324-536
Verification Code:	ABC123DE45
Previous	Next

- You will go straight to Step 3. Please view next instruction to go to Portal Account.

Step 3 Process Complete
Your account is now linked
Add Another Student to Your Account

- Locate the Home button on the top left and you are able to see your Portal Account.



IMPORTANT NOTES

- If you have any questions about signing up, please contact your school site. Your school has your account information.