# Chino Valley Unified School District's Parent Portal Account Setup

Step-by-Step instructions for setting up your Aeries Parent Portal Account

# AERIES Parent Portal Instructions

**You will need to have your student's "Student Data Printout" (you can get this from your student's school) with the "Verification Pass Code" before you can setup your Aeries Parent portal**

Open your internet browser and go to the Chino Valley Unified School District web page (www.chino.k12.ca.us); select the "**Parents**" tab



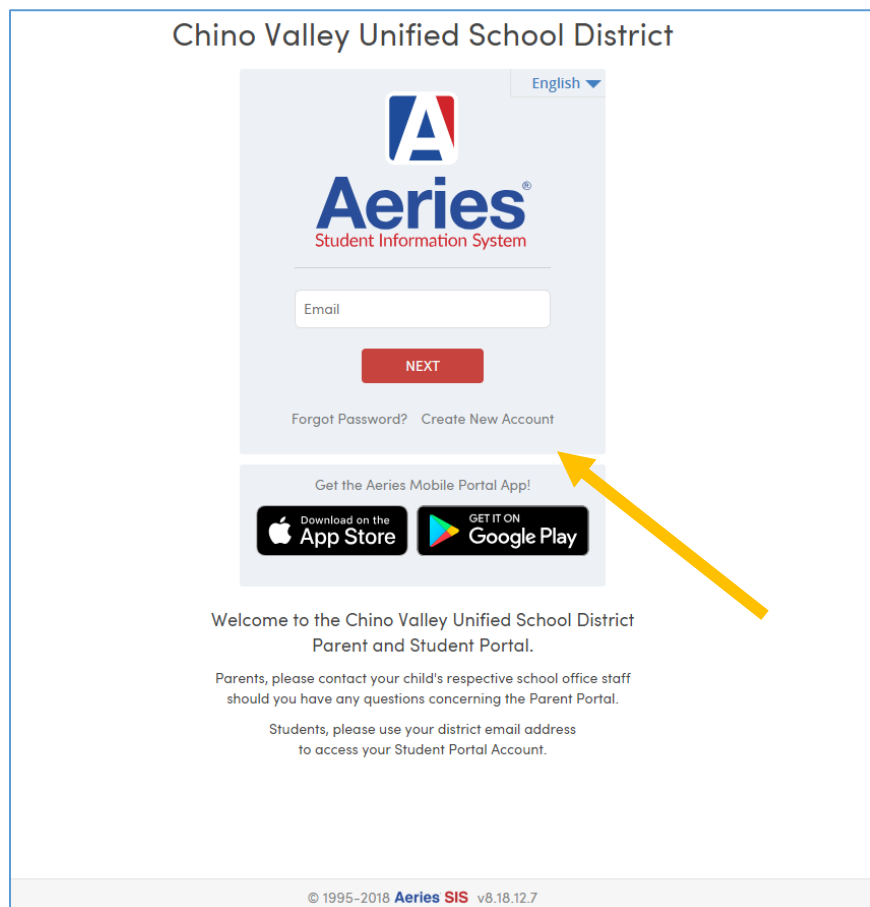and the "**Aeries Parent Portal**" link on the drop menu

# AERIES Parent Portal Instructions

Next, you'll be taken to a page where you select the "**AERIES SIS Portals**" Icon



On the new screen – select "**Create New Account**"

# AERIES Parent Portal Instructions

Welcome to Step 1 of the sign in wizard. Select "**Parent/Guardian**," then click "**Next**."



In Step 2 – Account Information, enter your email address and re-type to verify it. Then, create a password and retype it. Passwords must contain at least 6 characters, an upper and lower-case letter, and one special character (!,@,#,$, etc…). Click "**Next**".

# AERIES Parent Portal Instructions

Step 3 – Email Verification notifies you that an automatic email message has been sent to the email address you entered. Follow the instructions on the screen.

> ### Step 3
> ### Email Verification
>
> A verification email has been sent to your email address from:
> **Webmaster@chino.k12.ca.us**
> Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:
>
> Email Code: [                    ]
>
> [ Previous ]   [ Next ]

Open your email account and look for one sent from Webmaster@chino.k12.ca.us.  If you don't see an email sent from that address, check your Spam or Junk folder.  Follow the directions for verifying your email address.

> From: Webmaster@chino.k12.ca.us
> To: CVUSD-Parent@mail.com
> Date: Mon, 20 Oct 2014 10:49:41 -0700
> Subject: Aeries Account Verification
>
> Thank you for registering for an *Aeries* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.
>
> If you can, please click on the following links to confirm or reject this account:
>
> Confirm This Email Address
>
> Reject This Email Address
>
> **If you are unable to click the links above,** you need to copy and paste the following URL into your web browser's Address bar.
> https://aeriesweb.chino.k12.ca.us/Aeries.NET/ConfirmEmail.aspx
>
> You will then be prompted for the following information which you can copy and paste into the page:
> Email Address: *your email address will appear here*
> Email Code: *There will be a 20 digit code here*

An internet browser will open - and a message will display stating your account has been verified. Click where it says "**Return to Login Page**".
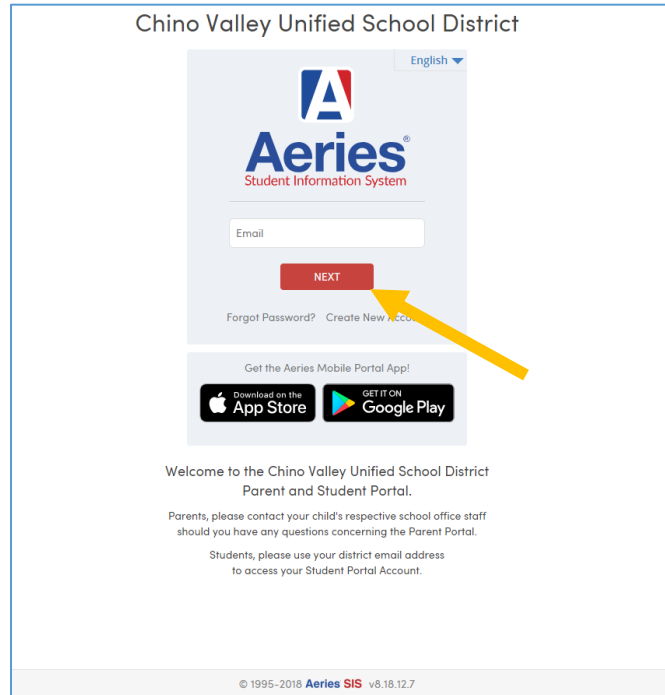
> ### Final Step
> ### Login to Aeries
>
> Thank you for confirming your email address. You may now login to Aeries and link your account to a student.
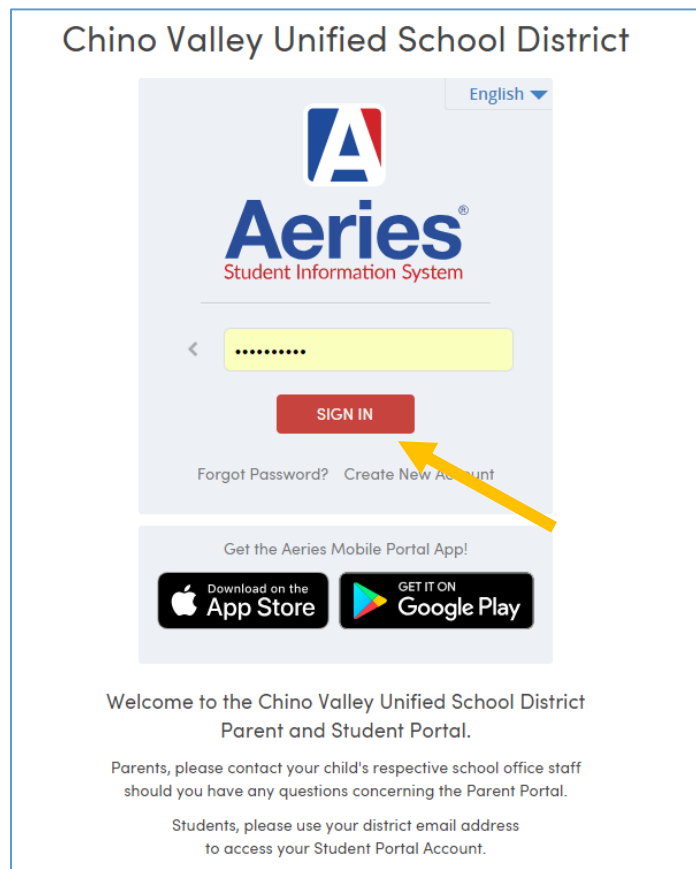> Return to Login Page

# AERIES Parent Portal Instructions

Enter your email address and click "**NEXT**"



Enter the password you created and click "**SIGN IN**"

# AERIES Parent Portal Instructions

You will be directed to the Step 1 – Student Verification page:

- You will enter your student's information from the **Student Data Printout** you received from your student's school, then click "**Next**"
    - Permanent ID Number
    - The Student Home Telephone Number
    - Verification Code



Follow the instructions on the screen and click "**Next**"

# AERIES Parent Portal Instructions

You have now linked your student's account.
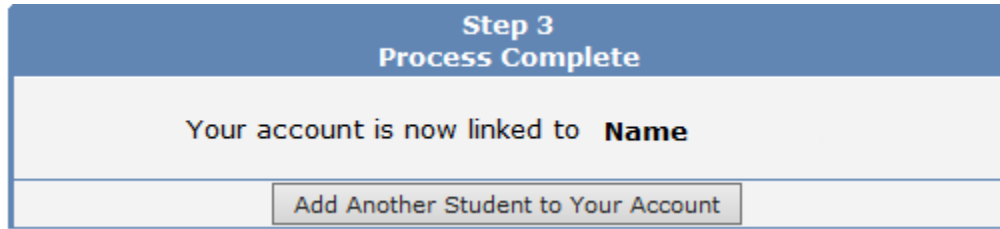


Once in your student's information screen, you can also **"Add additional Students Not Currently Listed"** or switch between your students whom have already been added.
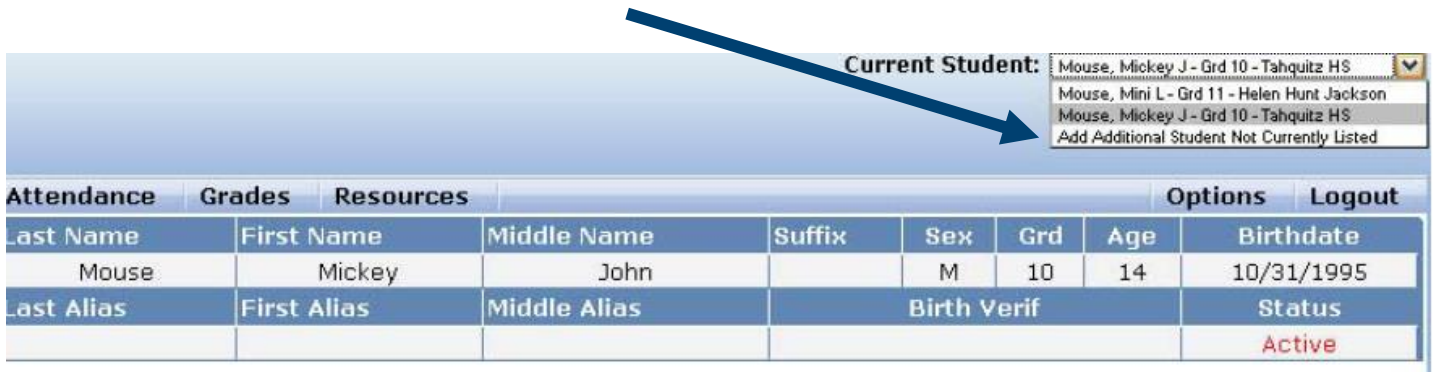


<u>**IMPORTANT NOTES**</u>

- **If you have any questions about signing up, please contact your school site.  Your school has your account information.**
- **All passwords are encrypted.  You will be prompted once a semester to change your password.**
- **You can change your email address and password from inside the portal; until you change your password, however, it will be the one you provided for account activation.**