



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



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

## CREATING AN AERIES PARENT PORTAL ACCOUNT

What you will need:

1. Internet access (Mozilla's FireFox, Google's Chrome and Microsoft's Internet Explorer v11.0 or greater web browsers work best).
2. The email address you provided to your school
3. Your Credentials which include:
  - a. Your student's 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 documentation from your school, please contact them for your credentials.**

Once you have all the items listed above, you can begin the sign-up process.

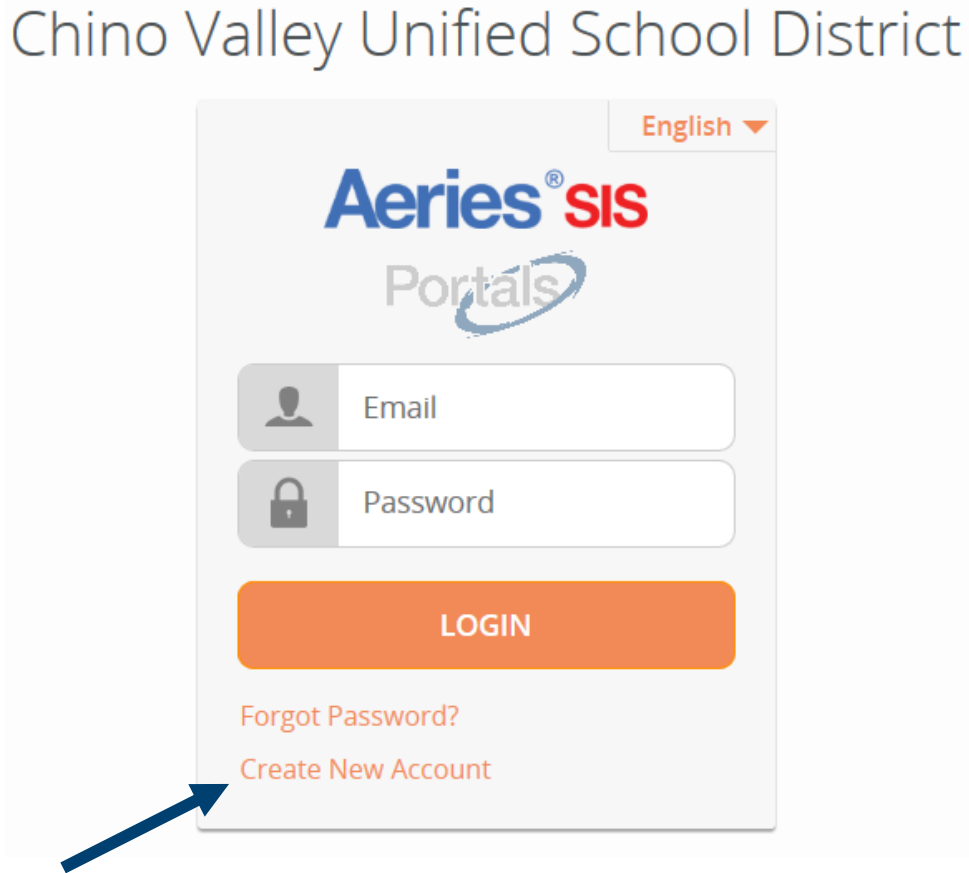
Open your internet browser and go to the Chino Valley Unified School District web page ([www.chino.k12.ca.us](http://www.chino.k12.ca.us)); select "Parents" and the "Aeries Parent Portal" link on the drop menu.

The screenshot shows the Chino Valley Unified School District website. The navigation bar includes links for About Us, Departments, LCAP/LCFF, Students, Parents, Staff, and Board of Education. The 'Parents' dropdown menu is open, and the 'Aeries Parent Portal' link is circled in red. A yellow arrow points to this link. Other items in the dropdown menu include Boundaries - School Site Locator (en Español), Boundaries - School Site Locator (English), Common Core State Standards, Internet Safety, LCAP Autumn Engagement - Parents, Parent and School Partnership, Pertussis (Whooping Cough)/Tdap Booster Vaccine, and Website Help. The main content area features a video of a student speaking into a microphone, with a 'Candidate Speeches' overlay. Below the video are sections for Shortcuts, Announcements, News, and School. The 'Announcements' section shows 'LCAP Autumn Engagement - Parer'. The 'School' section shows '20'.

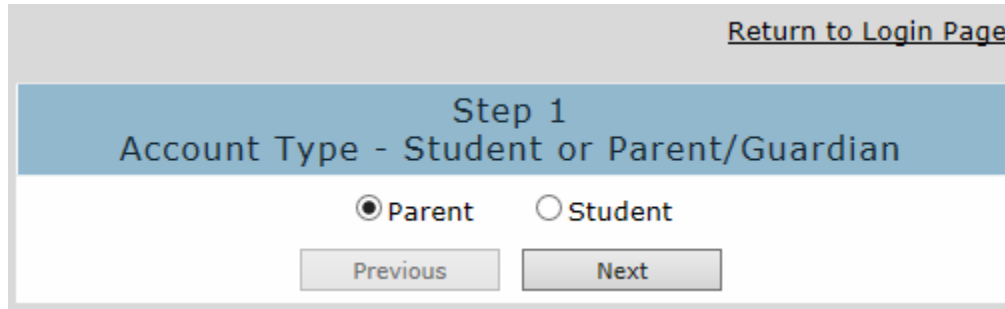
Next, you'll be taken to a page where you select the "AERIES SIS" Icon



Click on the "Create New Account" link, located at the bottom of the login window.



In Step 1 of the sign in wizard, select "Parent," then click "Next."



[Return to Login Page](#)

Step 1  
Account Type - Student or Parent/Guardian

Parent     Student

Previous    Next

In Step 2, 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."



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:  
**Webmaster@chino.k12.ca.us**  
Before continuing, Please add this email address to your "contacts" or  
"safe senders" list to ensure you receive this email.

Previous    Next

Step 3 notifies you that an automatic email message has been sent to the email address you entered.

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:

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](mailto:Webmaster@chino.k12.ca.us)  
 To: [CVUSD-Parent@mail.com](mailto: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:

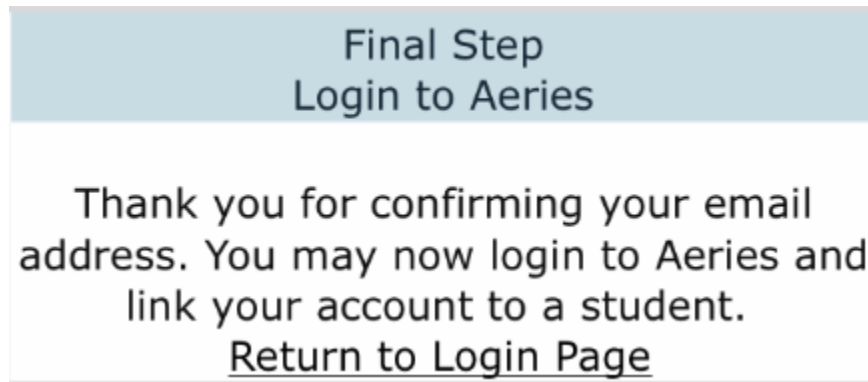
[Confirm This Email Address](#)

[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**”.



For the next step, you will need the information provided to you by the school. This includes: your student’s Permanent ID number, your Home Telephone Number (with area code and no spaces, 909xxxxxxx), and your student’s Verification Passcode (a 10 character alpha-numeric code). Click “**Next**”

**(Do not use the “Email Code” that is in the confirmation email.)**

The image shows a form titled "Step 1 Student Verification" with a blue header. Below the header, 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, there are two buttons: "Previous" and "Next".

Select your name from the Contact list and click **Next**.

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

Your account is now linked to **Name**

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

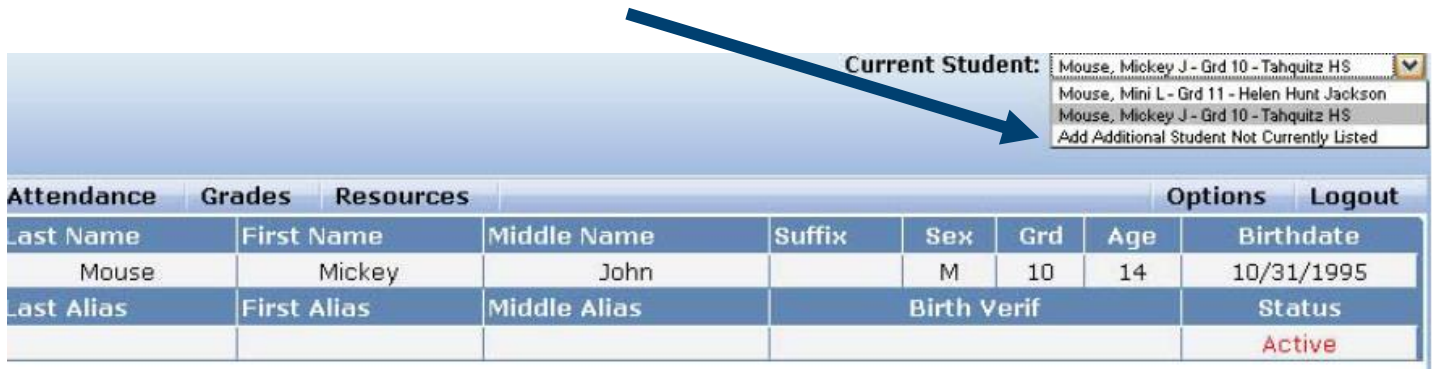
<b>Name</b>	<b>Relationship</b>
Janet Smith	Mother
Joe Smith	Father
None of the above	

At this point the account creation process is complete. Click where it states “**Click Here**” to access your Student’s information or you can add additional Students to your account by clicking on “**Add Another Student to Your Account.**”

**Step 3**  
**Process Complete**

Your account is now linked to **Name**

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.



Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
Mouse	Mickey	John		M	10	14	10/31/1995
Last Alias	First Alias	Middle Alias	Birth Verif			Status	Active

### IMPORTANT NOTES

- 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.