Aeries Parent Portal & Communications

Chino Valley Unified School District

Student grades, schedules, enrollment information, attendance, and other essential school data are easily accessible through the Aeries Parent Portal account. Just as importantly, customize your Aeries Communications Notifications and use the system to communicate with teachers and receive school announcements.

Sign Up *If you have already created a Portal Account, skip ahead to Aeries Portal Navigation and ParentSquare Communication on page 2*

To sign up for the Aeries Parent Portal, you must first have:

- **email address** on record for you at your child's school
- **primary phone number** for you at your child's school
- student **Permanent ID #**
- student **VPC # (Verification Passcode)**

Please note the student Perm ID # and VPC # must be provided by the school's office staff after proof of identification is provided.

1) Locate the Aeries Parent Portal page from the CVUSD home page (www.chino.k12.ca.us)
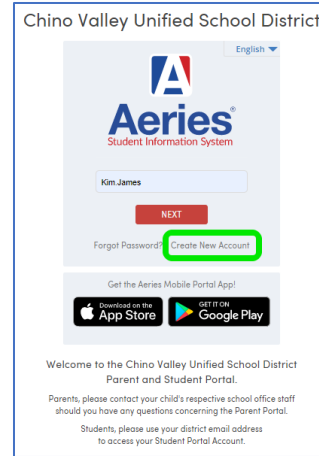
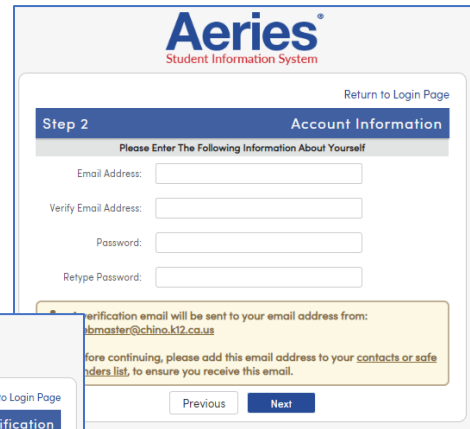2) Open the **Parent** menu.
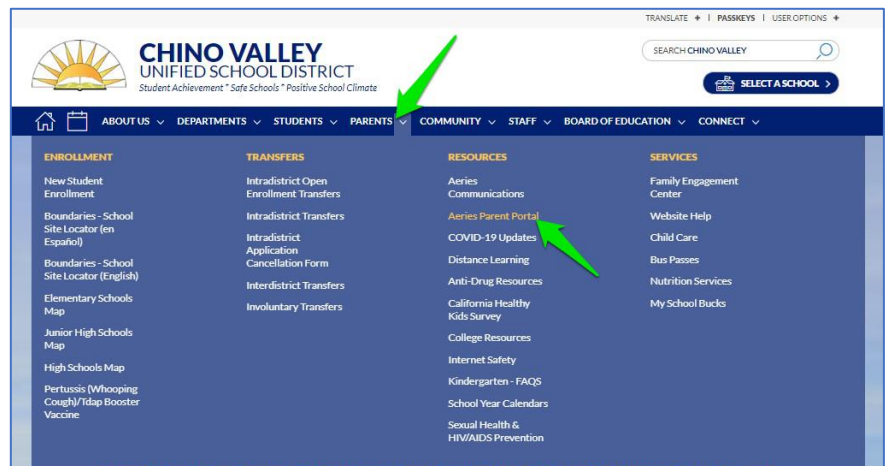
3) Select **Aeries Parent Portal.**
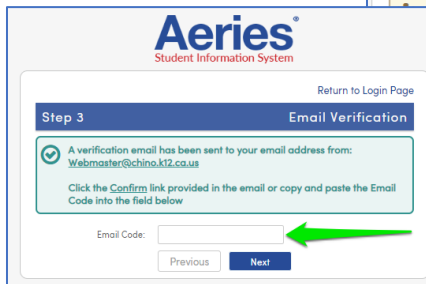
4) Click on the **Aeries Parent Portal** button.

5) Click on **Create New Account.**

6) To complete form

   a. **Choose Parent/Guardian**
   b. **Add Email**
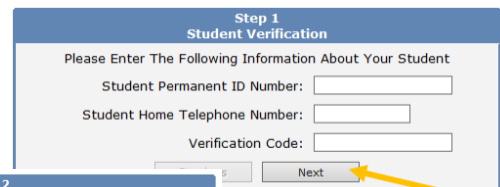   c. **Create Password**
   d. **Next**

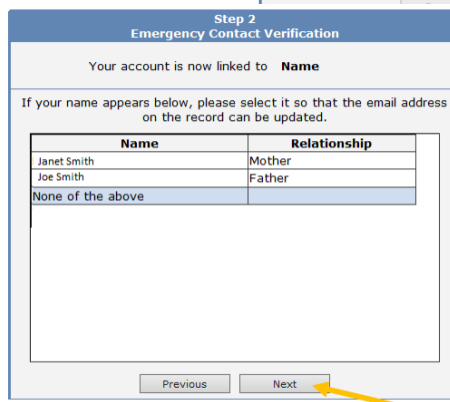7) From confirmation email, select **confirm this email address.**

8) Select **Return to Login**, then log in with same email and new password.

9) Enter **Student Permanent ID #, Home Telephone #,** and **Verification #.**

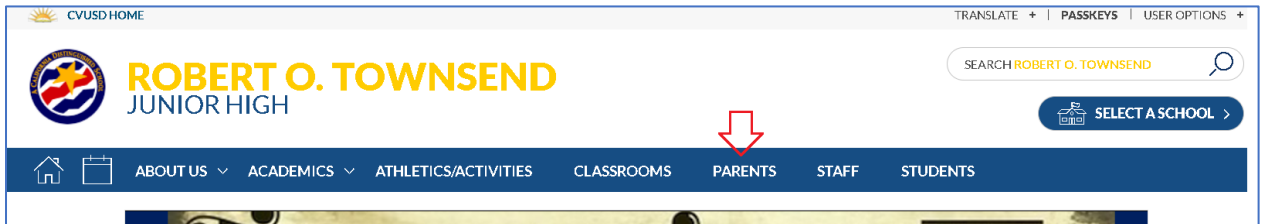10) Select your **name** from Emergency Contact list.

11) You are all done!

Aeries Portal Navigation and ParentSquare Communication

1) Aeries Login

Login to Chino Valley Unified School District Aeries Student/Parent Information System by using

a) Link: https://aeriesweb.chino.k12.ca.us/Parent/LoginParent.aspx

b) Or you may find Aeries Login page through School Website: https://www.chino.k12.ca.us/Page/59

*Choose the tab PARENTS from the top banner,

*Choose AERIES Parent Portal Login
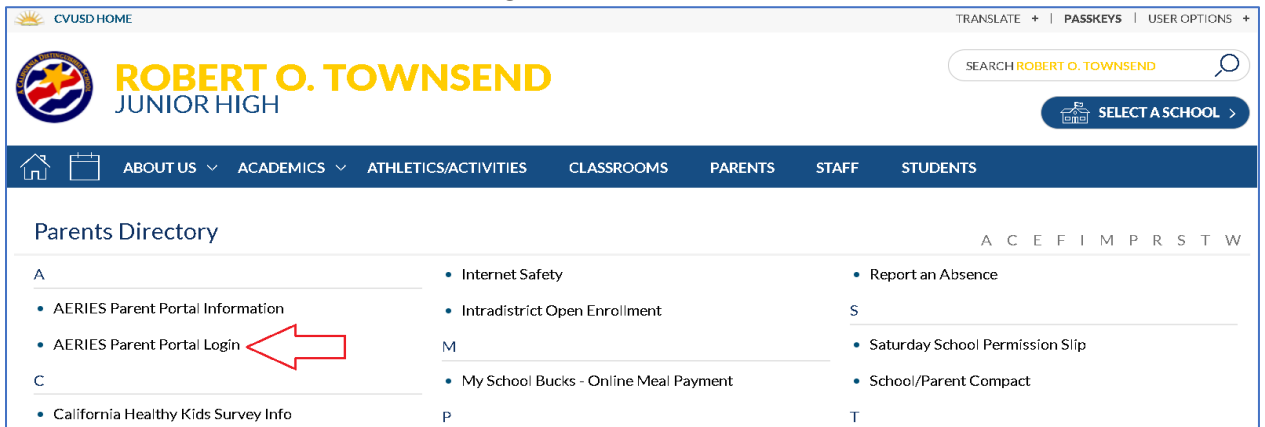
*Click the Aeries Parent Portal button

c) Enter your email address and password

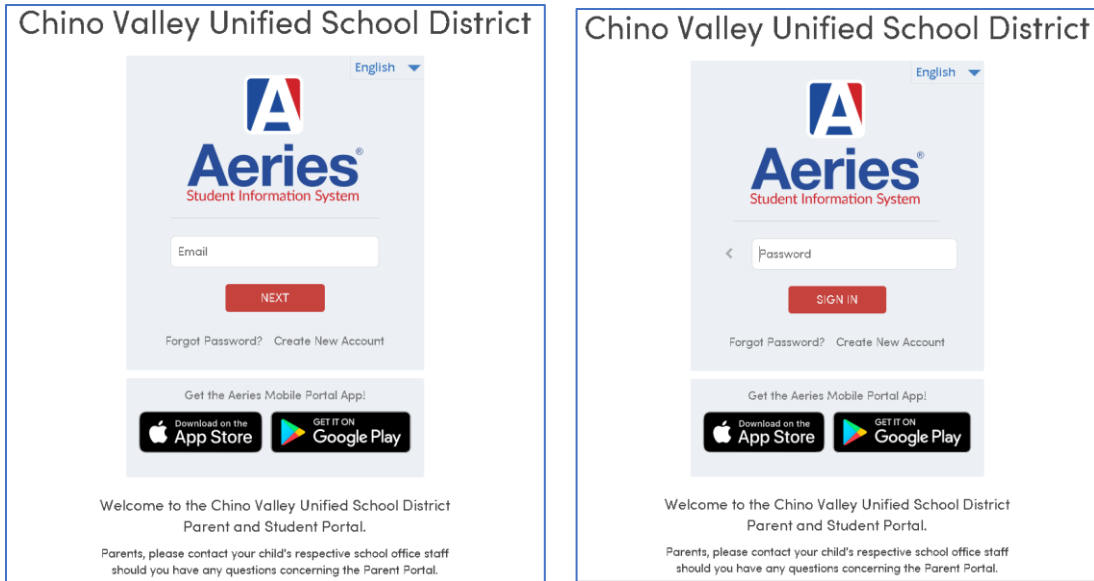## 2) **Navigating Aeries:**

a) **Dashboard**
i) Once you login to Aeries, there is a blue Banner on the left side of the screen; you will be on the <u>Dashboard</u> page. Your <u>Dashboard</u> has many sections: Students, Classes, Attendance, etc. You will find your student's name on the top of the page. If you have multiple students within the District, you may switch to your other student's profile. (*See Fig. 1*)

ii) Under the section Classes, you will see boxes with all of your student's classes information

iii) Information list in each class box:
- Class Period
- Name of the Class
- Teacher's Name
- Classroom Number
- Class website
- Access Code
- Meeting Join button

Fig. 1 - Here is a sample screen shot of Dashboard:
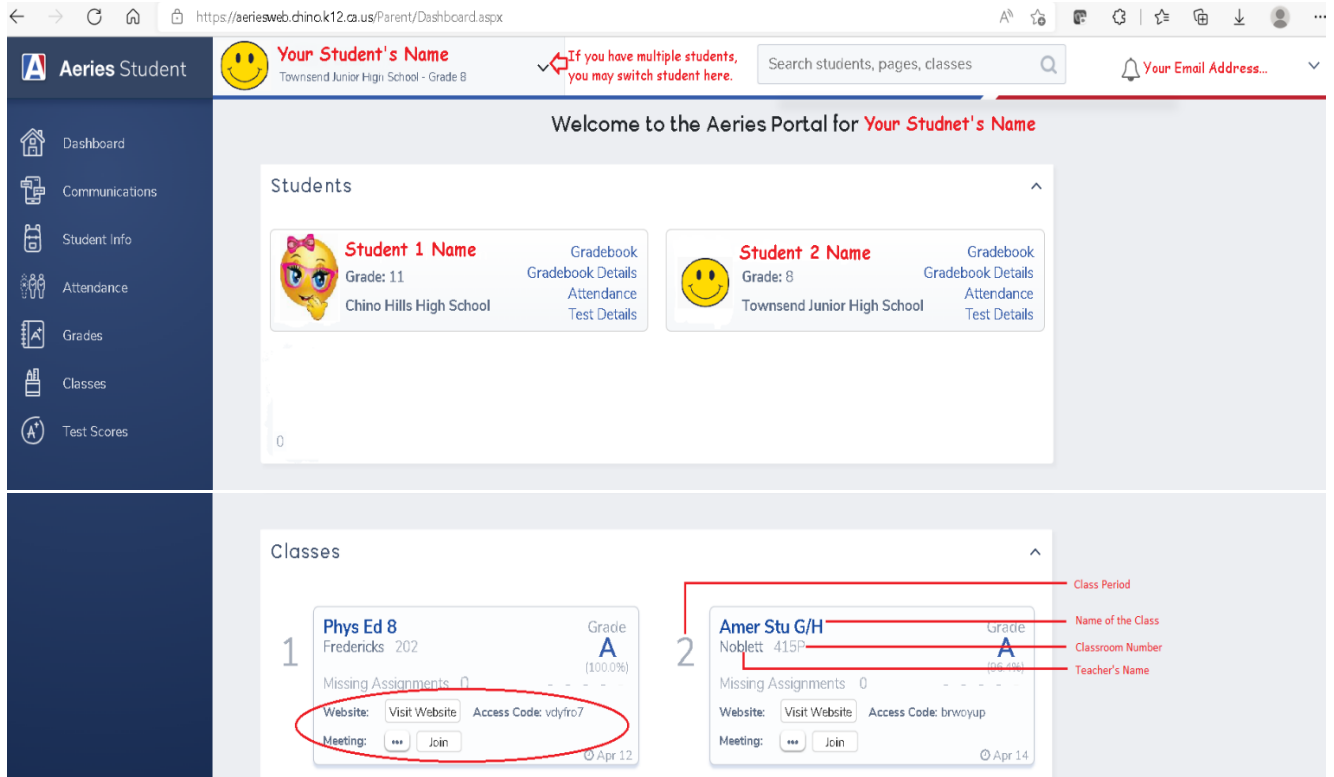
b) Communications

i) Click the **Communications** button listed on the blue Banner. The website will take you to **ParentSquare** page. This is where you may find communications from your student's teacher, school administration, or the District.

ii) To set up your Communications options:
(1) If you have multiple students within the District, choose the student/school from the top left banner.

(2) On the top right corner of the screen, you will find your name. Mouse-hover your name, and the button will turn red. Click the red button and choose the button **My Account**. (*Fig. 2*)

*Fig 2 – to set up Communication Option*

iii) Once you have entered My Account, you will see:
  (1) **Account** – Verify and update your account information

  ***** VERY IMPORTANT INFORMATION BELOW!!! *****

  (2) **Settings** – Set up and modify how you would like to receive all of the school or District communications.
        (Fig.3)

    (a) Click the **Notification Settings** button on the left banner.
    (b) Select your settings for different communication tools: Email, Text, or Parentsquare App
    (c) If you choose **Instant** button, you will receive the notification instantly. If you choose **Digest** button, you will receive one notification at the end of the day.
    (d) Make sure you carefully make your selections, so that you may be informed of any notification from your student's school or the District.
   (e) You may return to this page anytime to change your settings.

Fig. 3 – My Account
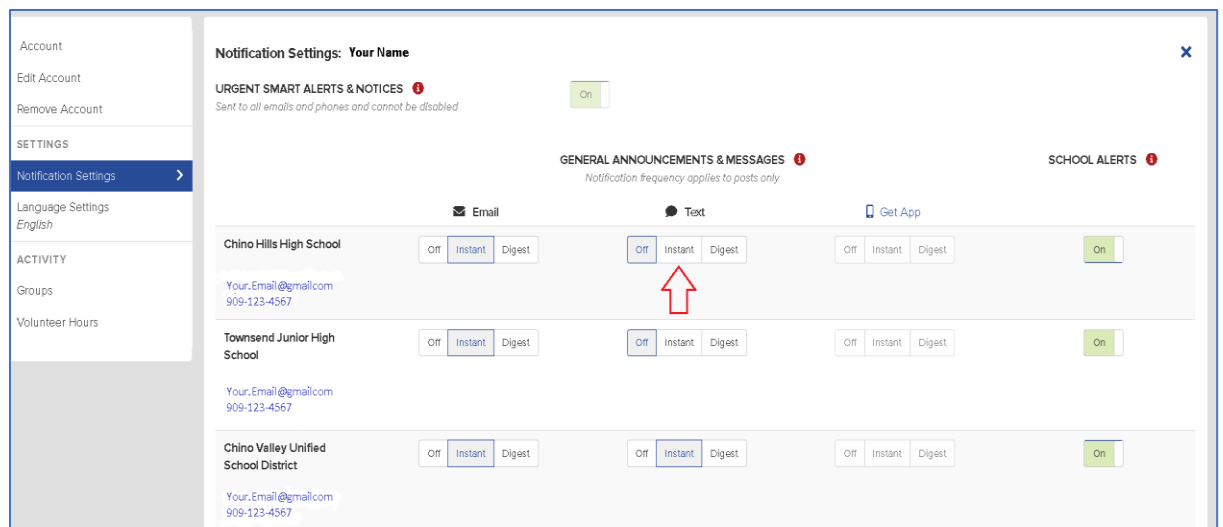
  (3) **Activity** – Includes list of groups your student is involved in, and volunteer hours served.

c) **Student Information** (back to Aeries blue banner) –

  i) Profile – Student's classes and grade overview

ii) Demographics – Student ID, Parents information, District history (NOTE: the Student ID is the same ID number your student will use throughout the school years within the District.)
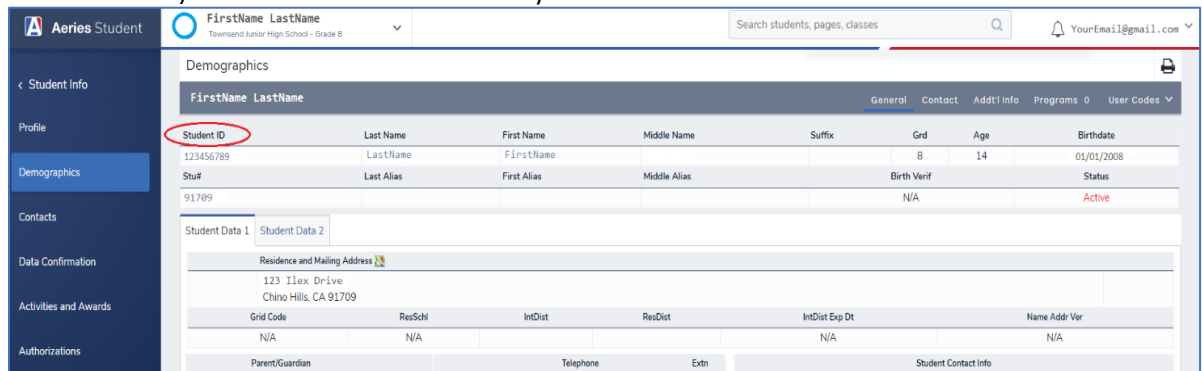
iii) Contacts - You may add or update Emergency Contact information
iv) Data Confirmation – This is part of the school registration procedure
v) Authorizations – This is part of the school registration procedure

d) **Attendance** – You may view your student's attendance

e) **Grades** – You may view your student's detailed grades for each class

f) **Classes** –
   i) You may view your student's current classes
   ii) During class registration period, some grade levels may schedule classes for next school year

g) **Test Scores** – Includes Smart Balanced (SBAC) test scores, California Science Test (CAST) scores, and Language Assessment (ELPAC) test scores.