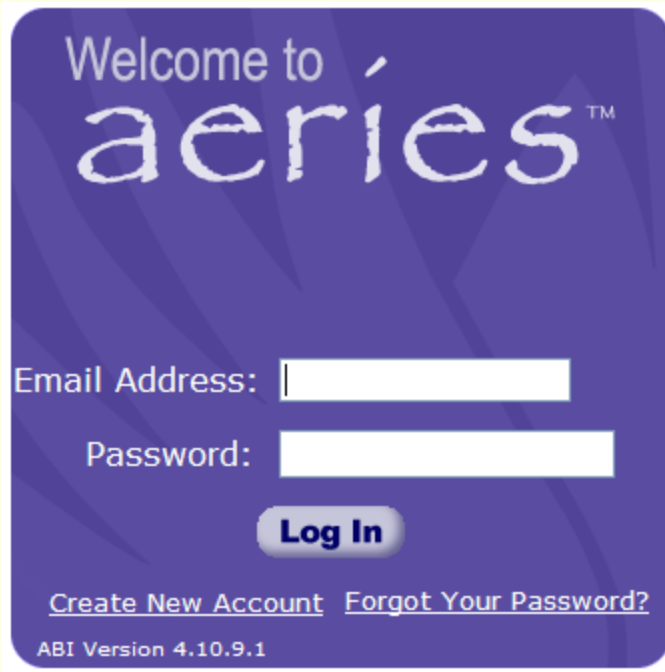


# ***Riverside Unified School District Online Parent Portal Account Setup Tutorial***

A screenshot of the Aeries login interface. The background is a dark purple with a subtle pattern of overlapping triangles. At the top, the text "Welcome to aeries™" is displayed in white, with "aeries" in a larger, lowercase font. Below this, there are two white input fields: "Email Address:" followed by a white rectangular box, and "Password:" followed by a white rectangular box. A blue button with the text "Log In" in white is positioned below the password field. At the bottom of the form, there are two links: "Create New Account" and "Forgot Your Password?", both in white text. The version number "ABI Version 4.10.9.1" is printed in small white text at the very bottom left of the form area.

Welcome to  
**aeries**™

Email Address:

Password:

**Log In**

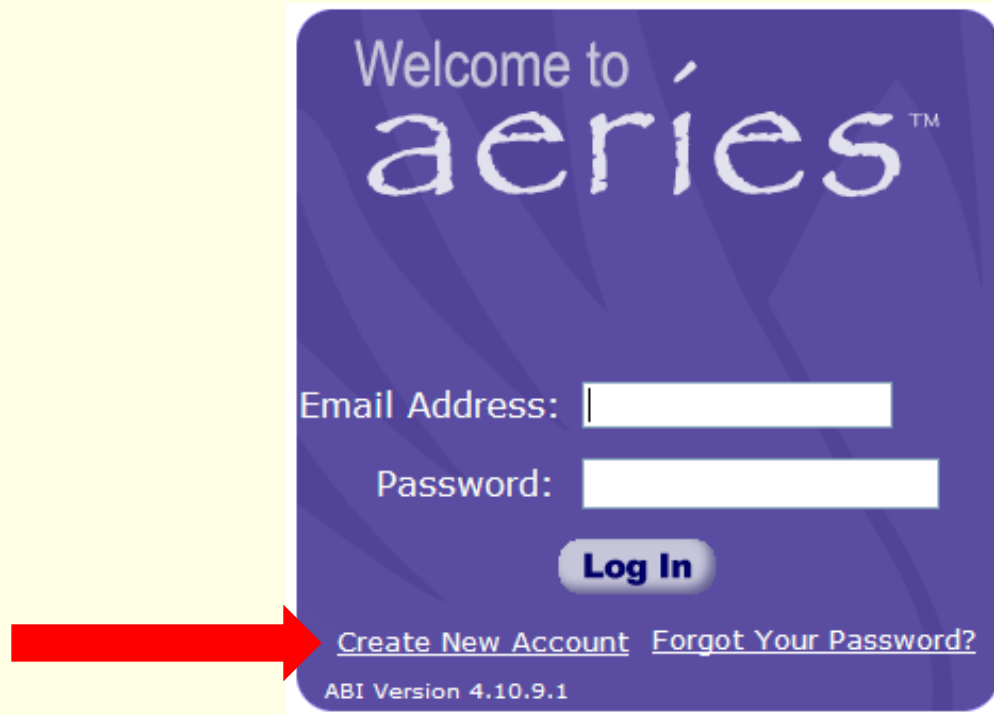
[Create New Account](#) [Forgot Your Password?](#)

ABI Version 4.10.9.1

# Procedures to create Account

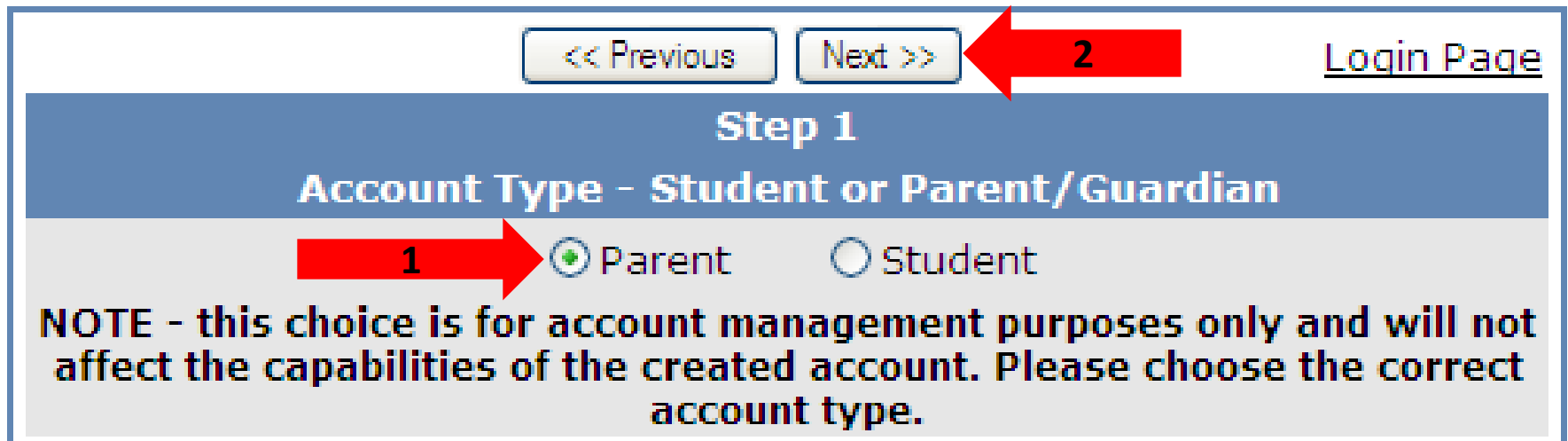
- The following are step by step procedures to create an online parent account to access your child's grades, attendance, schedules, assignments, teacher information and more.
- **Parents must have the following 3 information items to create an account and associate that account with their student or students.**
  1. Child's student permanent ID number
  2. School verification code
  3. Parents must know the primary telephone number on record with their child's school.

- **To create your account:**
- Open your web browser and go to <https://aeriesweb.rusd.k12.ca.us/parent> and click the **“Create New Account”** link in the bottom left corner of the screen.



# Step 1

1. Choose the “**Parent**” account option as shown below.
2. Click the Next button.



<< Previous

Next >>

2

[Login Page](#)

Step 1

Account Type - Student or Parent/Guardian

1

Parent

Student

**NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.**

# Step 2

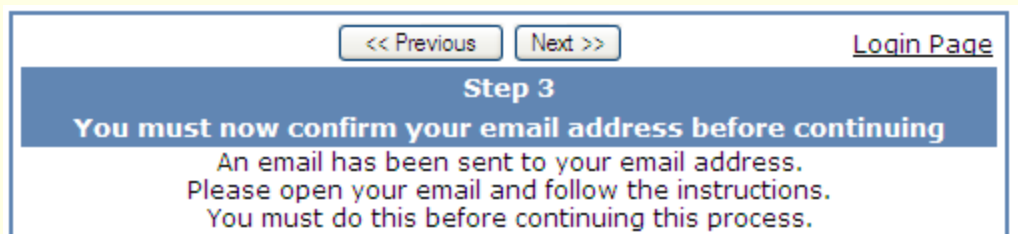
1. Enter **your email address** in the **Email Address** and **Verify Email Address** fields. For illustration we have used a fictitious email address.
2. Enter a password in the **Choose Password** field and retype the same password in the **Retype Password** field. Choose something you can easily remember but is not easy for someone else to guess. Then click the Next button.
3. **NOTE**: Passwords can be changed via a link on the Parent Portal home page after the registration process is complete.

The screenshot shows a web form titled "Step 2 Account Information". At the top, there are navigation buttons: "<< Previous" and "Next >>". In the top right corner, there is a link for "Login Page". The form contains five input fields: "Email Address" (containing "parentemail@gmail.com"), "Verify Email Address" (containing "parentemail@gmail.com"), "Choose Password" (containing five dots), and "Retype Password" (containing five dots). A red arrow labeled "1" points to the "Email Address" field, and another red arrow labeled "2" points to the "Choose Password" field. Below the input fields, a red-bordered box contains the following text: "A verification email will be sent to your email address from **RUSDParent@rusd.k12.ca.us**. Before continuing, Please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email."

# Step 3

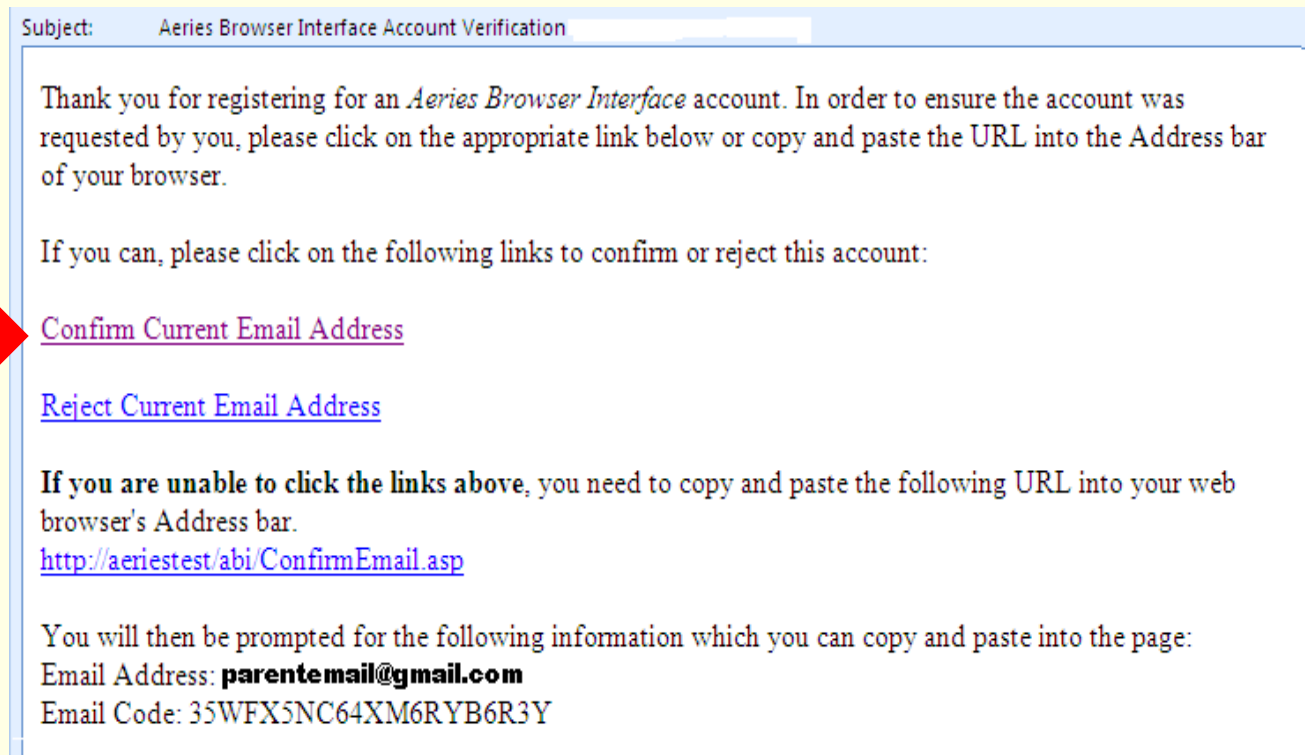
1. Confirm the email address you entered on the previous screen. When you see the screen below an email has been sent to the email address that you specified on the previous screen.
2. The registration process has been halted until you open your email and confirm your email address.

**\*IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN THE EMAIL YOU RECEIVE IN ORDER TO CONTINUE CREATING YOUR PARENT PORTAL ACCOUNT.**

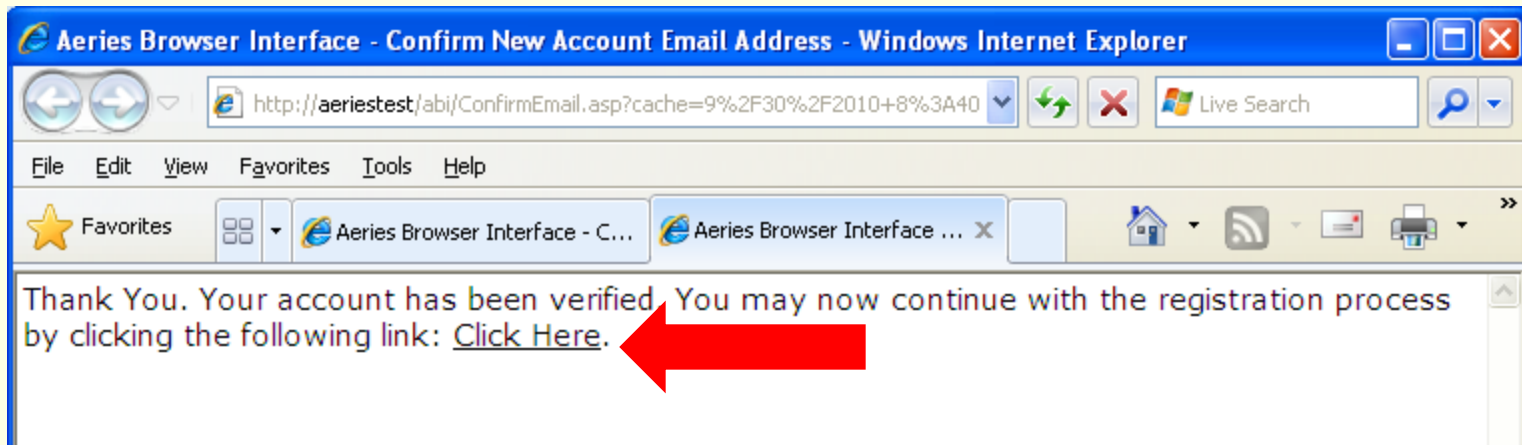


3. You may now close this window and open your email program. **Do not click on the Previous or Next button.**

4. Once in your email program open the email from [RUSDParent@rusd.k12.ca.us](mailto:RUSDParent@rusd.k12.ca.us) (do not reply to this non-monitored email account). You will see an email similar to the one below. Follow the directions in the email and click on the **Confirm Current Email Address** link. If you cannot click on the link follow the remaining directions in the email.



5. A window will appear once you confirm your email address like the one illustrated below.
6. To continue the registration process click on the **Click Here** link in the message.



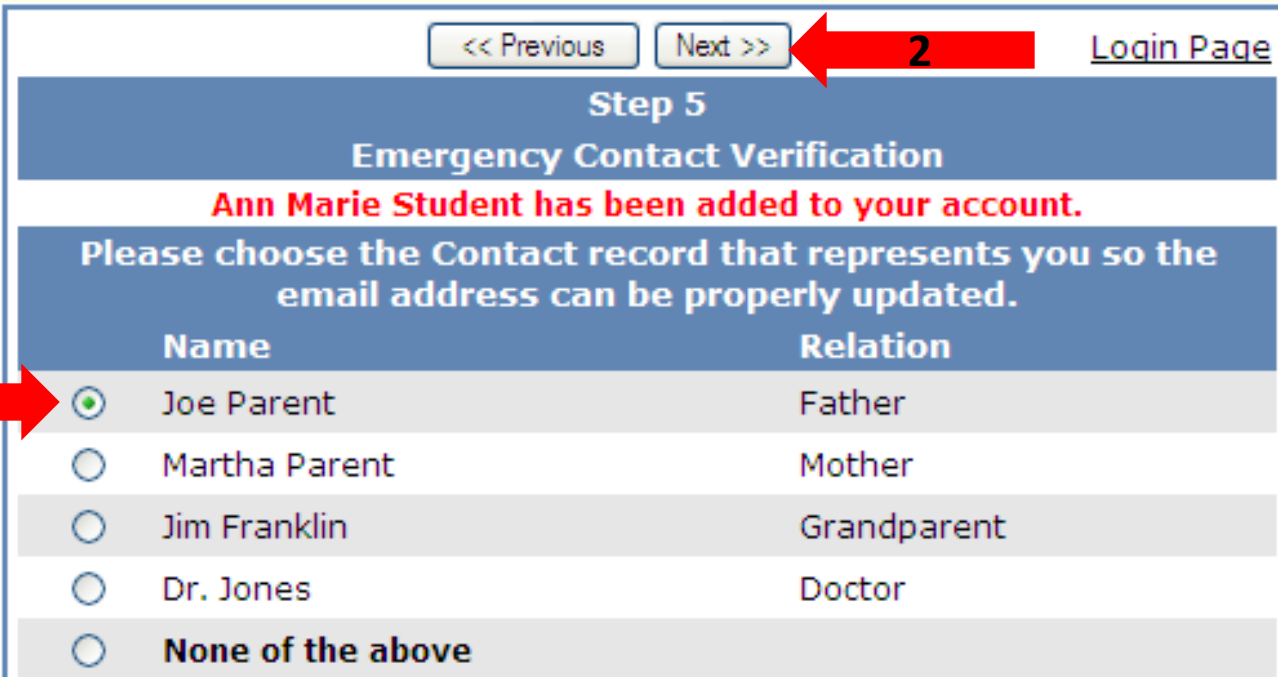
# Step 4

1. The “**Student Verification**” form will be displayed. This is the form where you enter the 3 information items that associate you with your student. **If you do not have this information, contact your child’s school office.**
2. The registration process will need to be restarted if you exit out of the sign up process.
3. Enter the information in each box and when done click the Next button. Note that the telephone number can be entered with dashes and parenthesis example: (951)555-8787 or without example: 9515558787. The program will recognize the telephone number as long as the numbers are correct.

The screenshot shows a web form titled "Step 4 Student Verification". At the top right, there is a "Next >>" button and a "Login Page" link. A red arrow labeled "4" points to the "Next >>" button. Below the title, the instruction reads "Please Enter The Following Information About Your Student". There are three input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". Red arrows labeled "1", "2", and "3" point to these three input fields respectively.

# Step 5

1. **“Emergency Contact” Verification.** Click the button next to your name or click “None of the above” if you do not appear in the list.
2. Click the Next button to complete the account creation process.



<< Previous

Next >>

[Login Page](#)

**Step 5**

**Emergency Contact Verification**

**Ann Marie Student has been added to your account.**

**Please choose the Contact record that represents you so the email address can be properly updated.**

Name	Relation
<input checked="" type="radio"/> Joe Parent	Father
<input type="radio"/> Martha Parent	Mother
<input type="radio"/> Jim Franklin	Grandparent
<input type="radio"/> Dr. Jones	Doctor
<input type="radio"/> <b>None of the above</b>	

# Step 6

1. By clicking on the **Click Here** link you will be able to log into the system immediately. You can log in anytime after you have created your account by opening your Web browser and going to

<https://aeriesweb.rusd.k12.ca.us/parent>

Login Page

## Step 6



Thank you for registering for an Aeries Browser Interface Account.  
**Click Here** to login to the Aeries Browser Interface and view your student's information.

# How to Add Additional Students to an Account

1. Log into the ABI Parent Portal and you will see on the home page, in the header bar at the top of the screen, a drop down menu labeled **Current Student**:
2. Click the dropdown list and choose: **“Add Additional Student Not Currently Listed”**

Arlington High School

Current Student: Student, Ann M - Grd 9 - Test Arlington HS  
Student, Ann M - Grd 9 - Test Arlington HS  
Add Additional Student Not Currently Listed

Student Info Attendance Grades Resources Options Logout

Event Calendar

Change Date Display Type: Day

Refresh Event Types Gradebooks Classes Add New Event

9/30/2010

3. You will be taken to a page that will prompt you for the new student's ID number, telephone number and verification code. This is similar to Step 4 when you created your account and associated your first student with your login. Enter the information for this student and click the Next button.

[Return to Main Menu](#)

Next >>

**Step 1**  
**Student Verification**

**Please Enter The Following Information About Your Student**

**Student Permanent ID Number:**

**Student Home Telephone Number:**

**Verification Code:**

4. Once the system confirms the information is correct, a confirmation will be displayed. This screen resembles the confirmation screen in Step 5 when you created your account.
5. Click the button of the contact that describes **you** or **“None of the above”** and click the **Next** button.
6. When finished you will see multiple students in the **Current Student** dropdown list and can easily switch between them by clicking on the one you wish to view.



# Forgot Your Password?

1. Open your web browser and go to <https://aeriesweb.rusd.k12.ca.us/parent> and click the **“Forgot Your Password?”** link in the bottom right corner of the screen.
2. Once the link is clicked, you will be taken to a page where you can enter your email address.
3. After you enter your email address, click the **Go** button and an email will be sent to you.



Welcome to  
**aeries**™

Email Address:

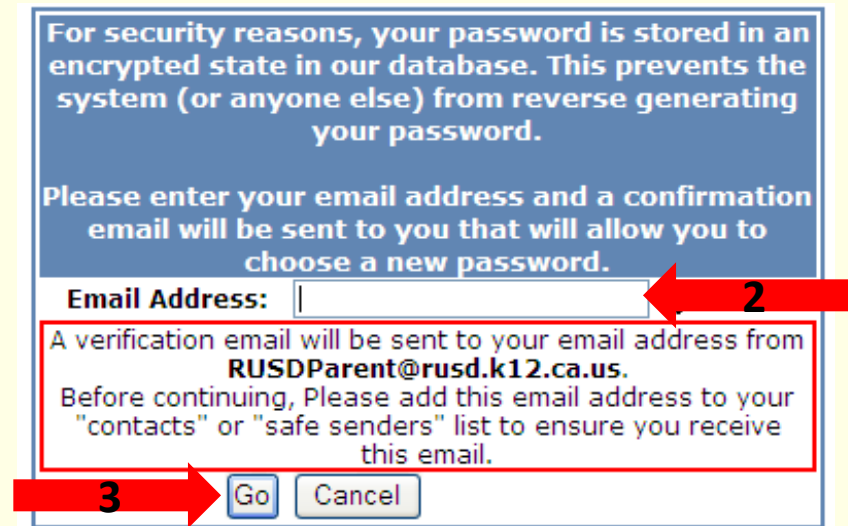
Password:

**Log In**

[Create New Account](#) [Forgot Your Password?](#)

ABI Version 4.10.9.1

A red arrow labeled '1' points to the 'Forgot Your Password?' link.



For security reasons, your password is stored in an encrypted state in our database. This prevents the system (or anyone else) from reverse generating your password.

Please enter your email address and a confirmation email will be sent to you that will allow you to choose a new password.

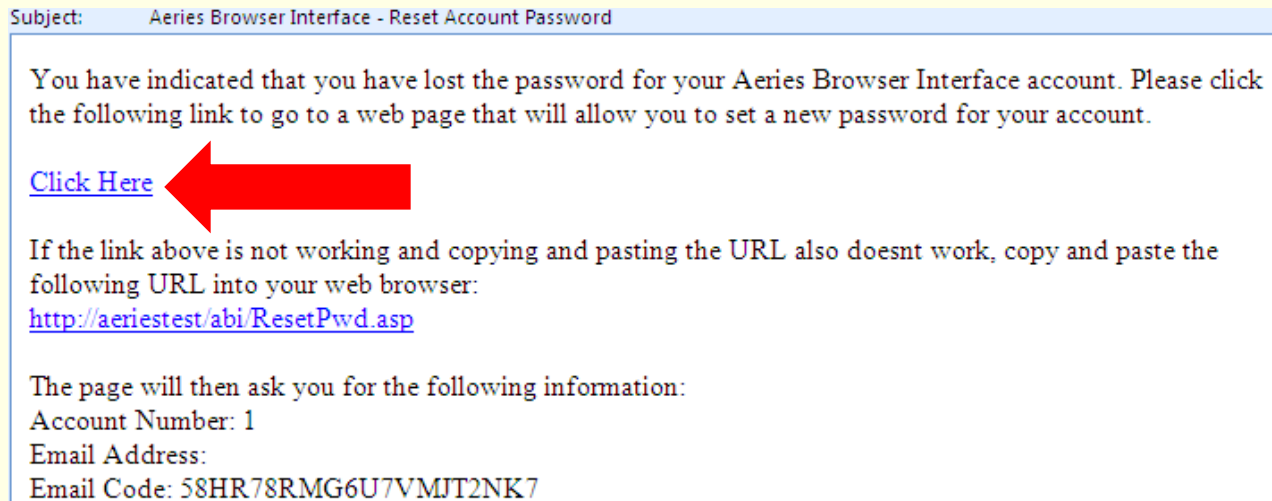
Email Address:

A verification email will be sent to your email address from **RUSDParent@rusd.k12.ca.us**. Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

**Go** **Cancel**

Red arrows labeled '2' and '3' point to the email address input field and the Go button, respectively.

4. Open the email and click on the “**Click Here**” link in the email. If you cannot click on “**Click Here**” then manually go to the URL specified and enter the required information.



5. Once you click the link, the system confirms that the process has been followed correctly and allows you to enter a new password for your account.

**Reset Password**

Email Address: ParentAccount@gmail.com

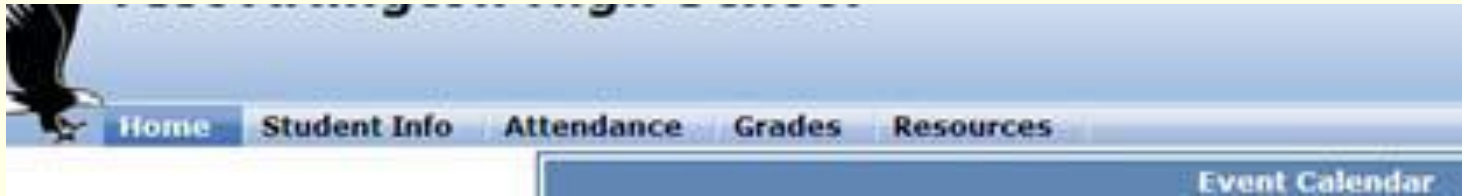
New Password: ●●●●

Confirm New Password: ●●●●

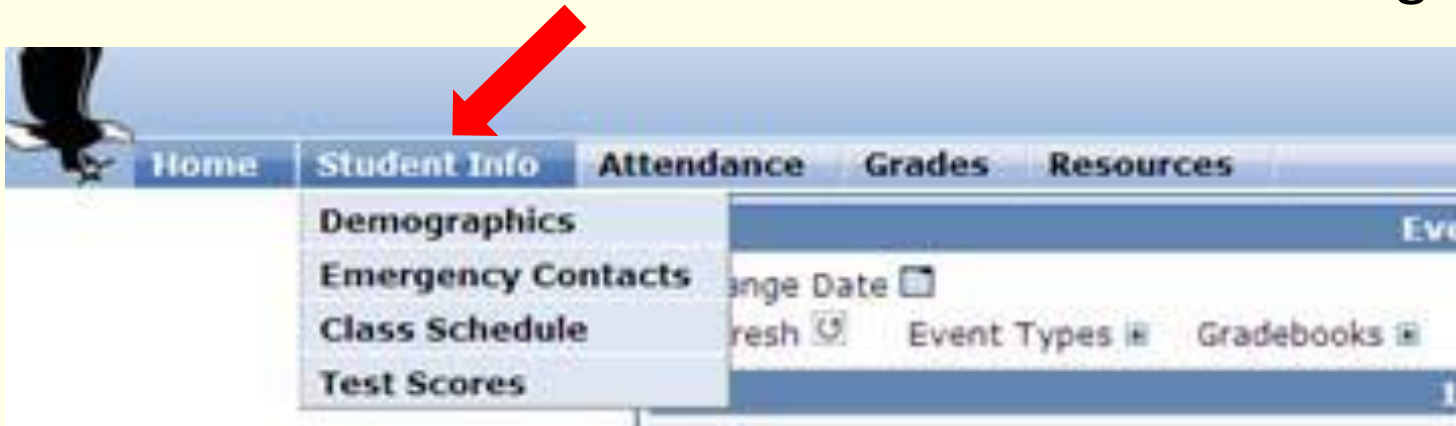
Reset Password Cancel

# Navigating the System

1. When you log into the system you will be presented with a screen that has various tabs as illustrated below.



2. If you move your cursor over the tab labeled **Student Info** you will see a dropdown with additional choices. Move your cursor down the list and click to select that category.



3. If you move your cursor over the **Attendance** tab and click you will see your student's attendance information.
4. If you move your cursor over the tab labeled **Grades** you will see a dropdown with additional choices.
5. Move your cursor down the list and click to select that category. Note that elementary students will not have a Grades tab.
6. **Gradebook** allows you to view assignments, scores and missing assignments.
7. **Current assignments** will notify you of any assignments currently due.
8. **Grades** will show year to date permanent grades and progress report grades.
9. **Graduation Status** will show your student's credits required to graduate.
10. **Transcripts** show unofficial transcripts.

