Riverside Unified School District
Online Parent Portal
Account Setup Tutorial

Procedures to create Account

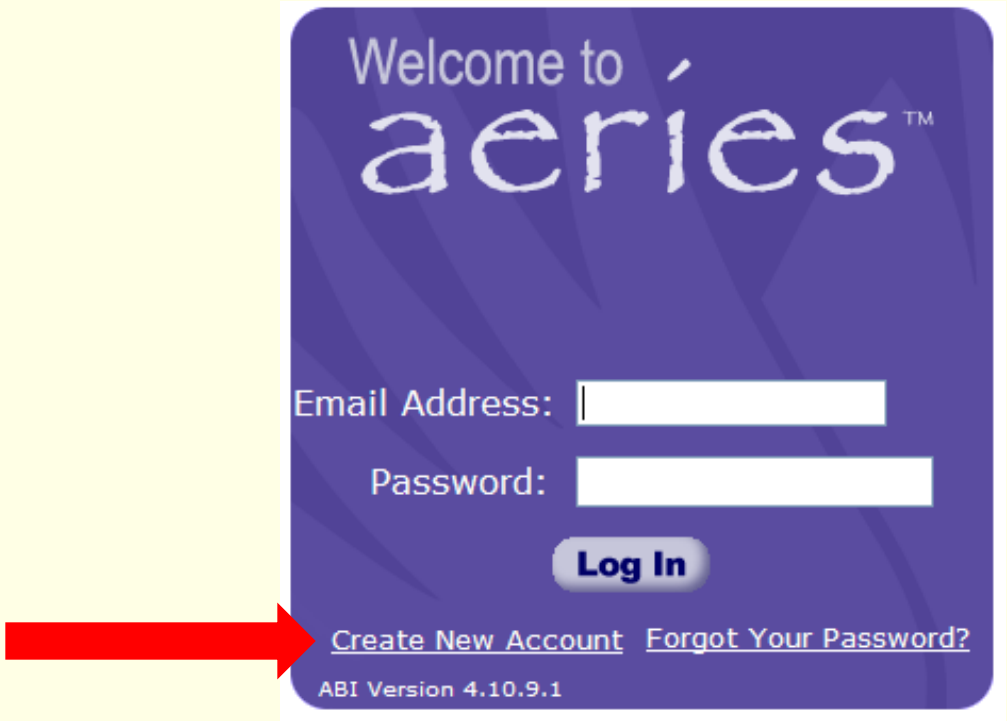
- The following are step by step procedures to create an online parent account to access your child's grades, attendance, schedules, assignments, teacher information and more.
- **<u>Parents must have the following 3 information items to create an account and associate that account with their student or students.</u>**

    1. Child's student permanent ID number

    2. School verification code

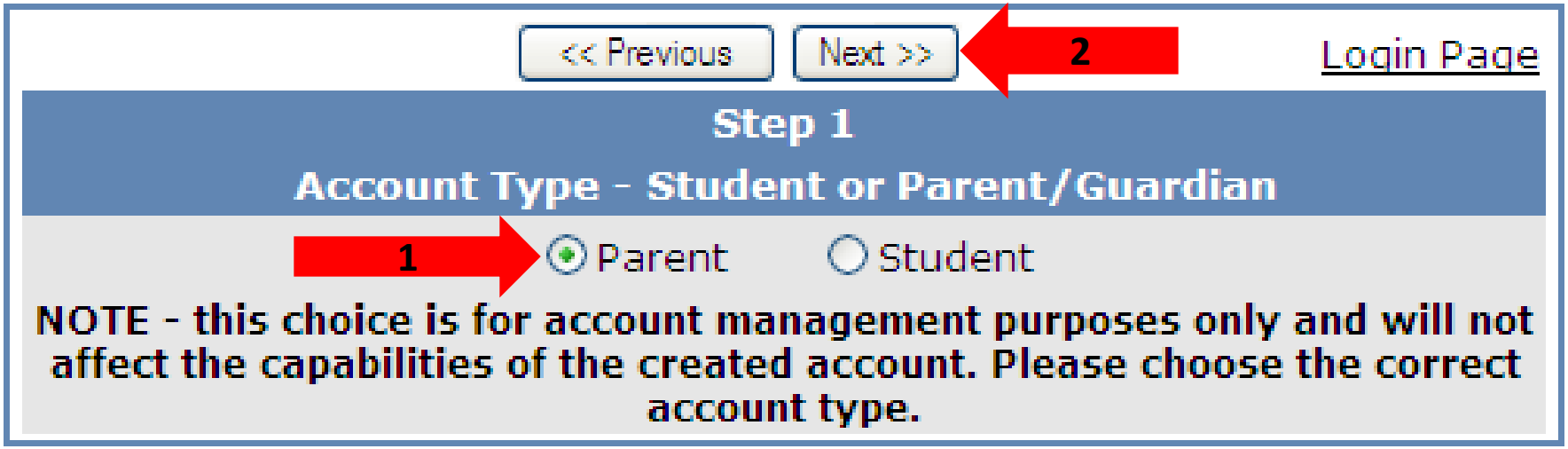
    3. Parents must know the primary telephone number on record with their child's school.

- **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.



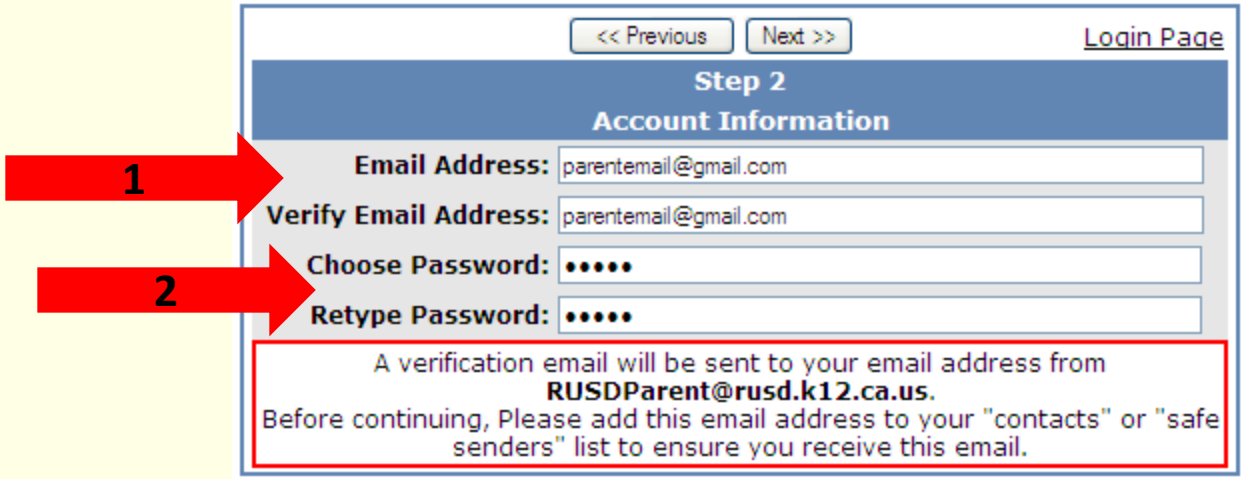
Step 1

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



Step 2

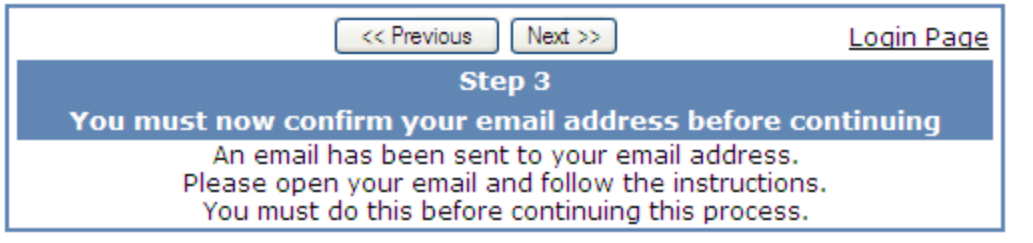
1. Enter **<u>your email address</u>** in the **Email Address** and **Verify Email Address** fields. For illustration we have used a fictitious email address.
2. Enter a password in the **Choose Password** field and retype the same password in the **Retype Password** field. Choose something you can easily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



Step 3

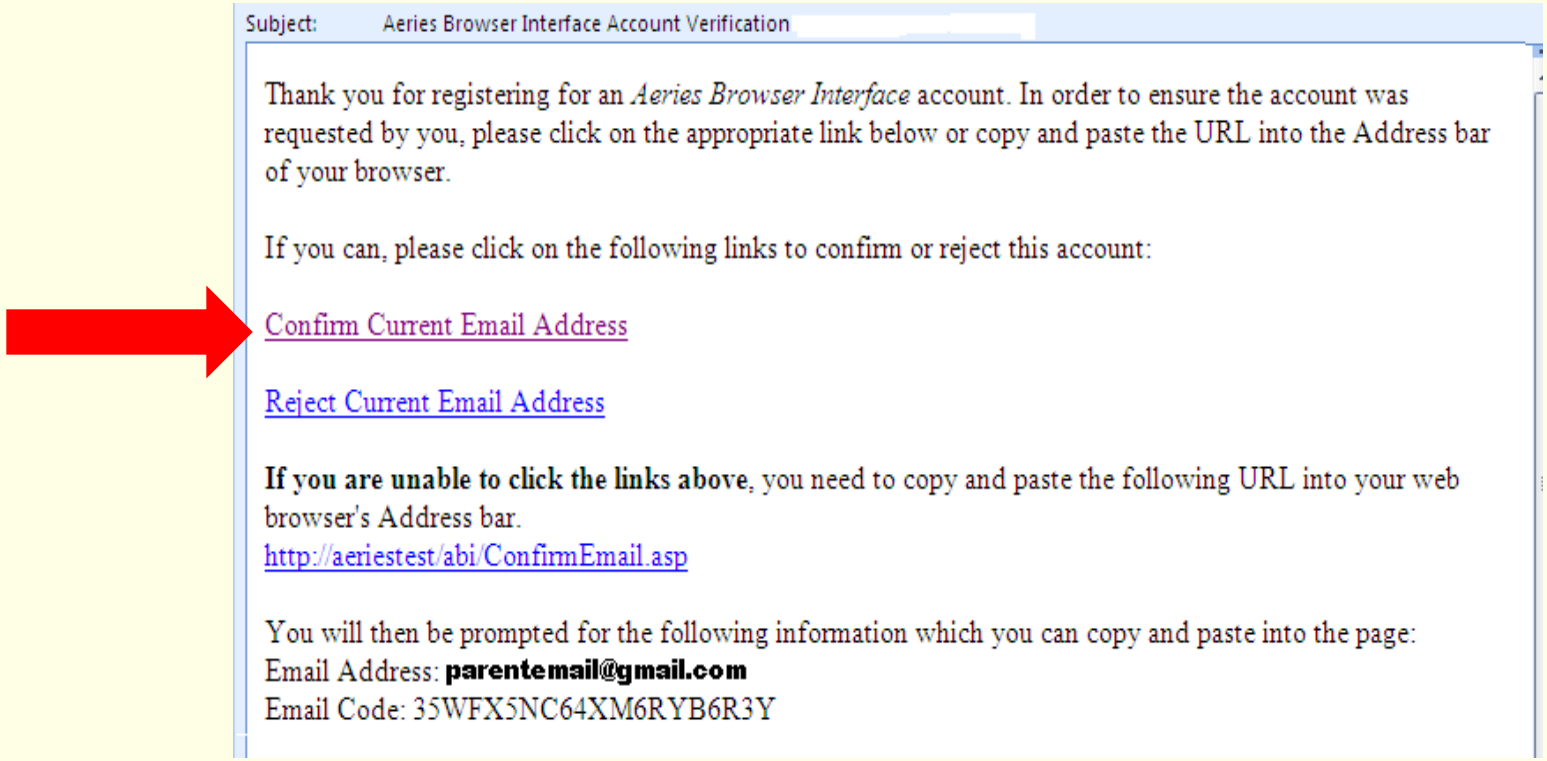
1. Confirm the email address you entered on the previous screen. When you see the screen below an email has been sent to the email address that you specified on the previous screen.
2. The registration process has been halted until you open your email and confirm your email address.

***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. **<u>Do not click on the Previous or Next button.</u>**

4. Once in your email program open the email from 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.



Subject: Aeries Browser Interface Account Verification

Thank you for registering for an *Aeries Browser Interface* 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:

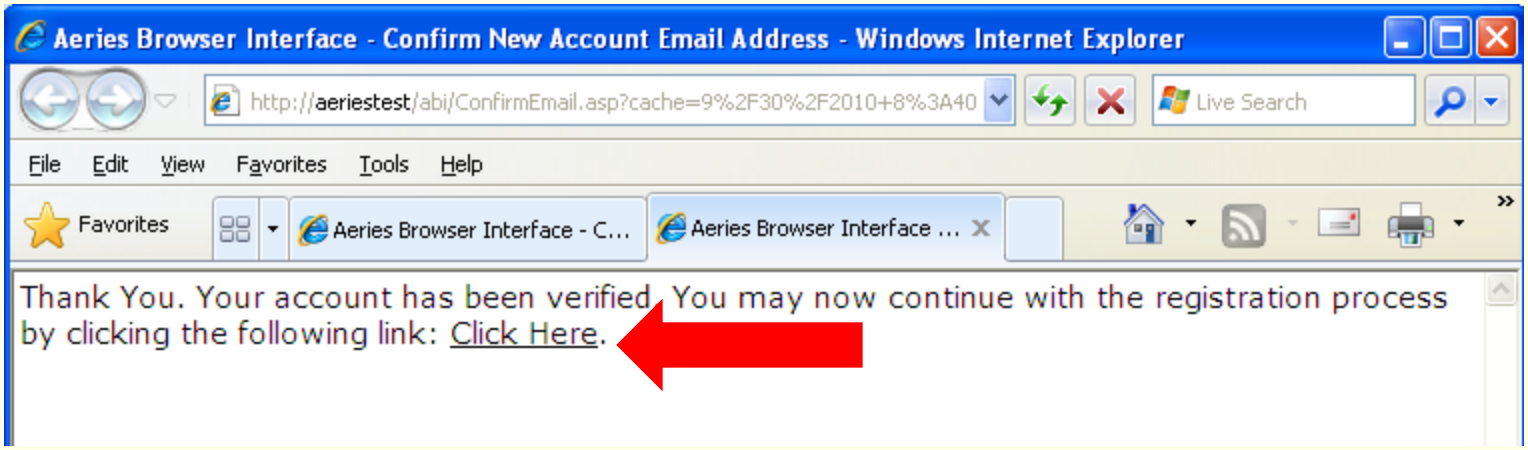
Confirm Current Email Address

Reject Current 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.
http://aeriestest/abi/ConfirmEmail.asp

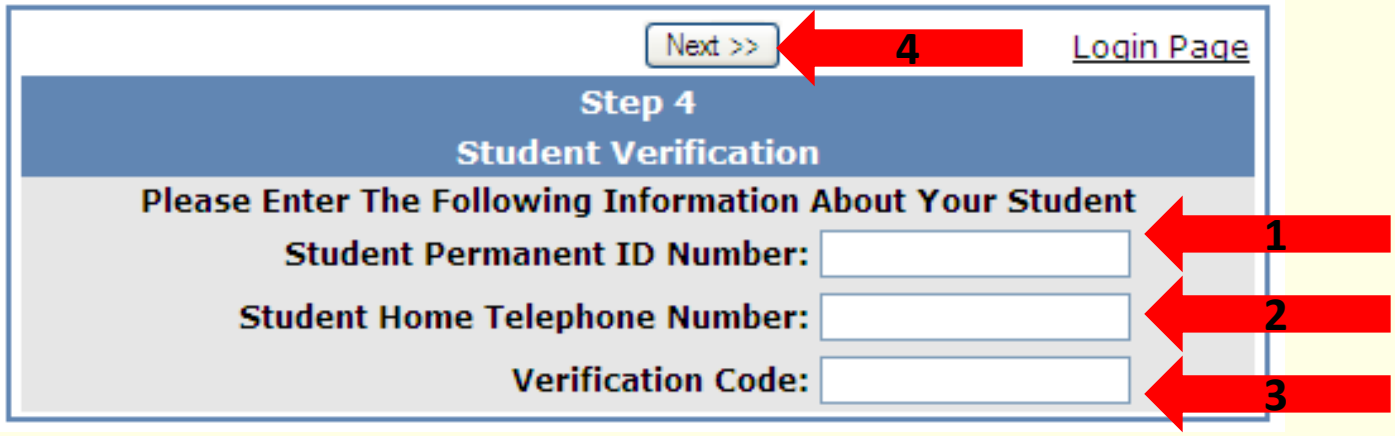
You will then be prompted for the following information which you can copy and paste into the page:
Email Address: **parentemail@gmail.com**
Email Code: 35WFX5NC64XM6RYB6R3Y

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.



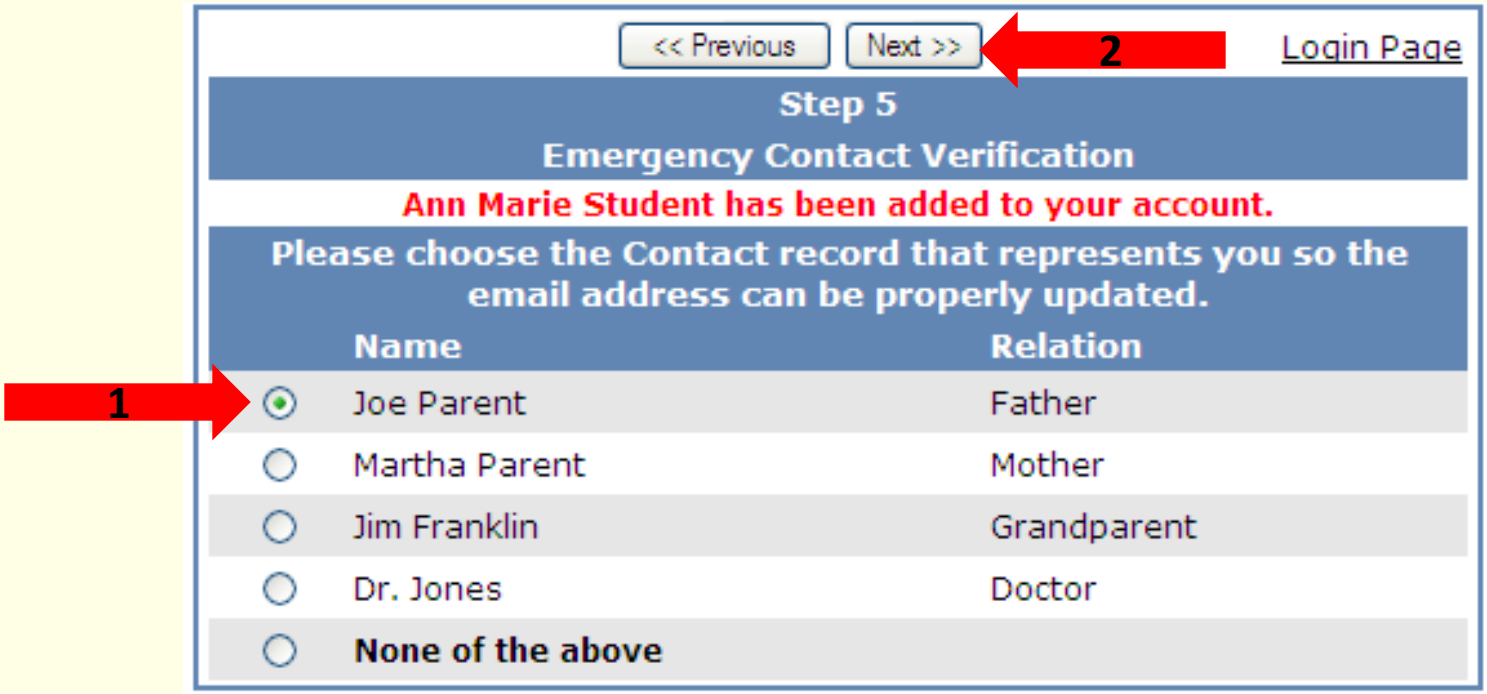
Step 4

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.



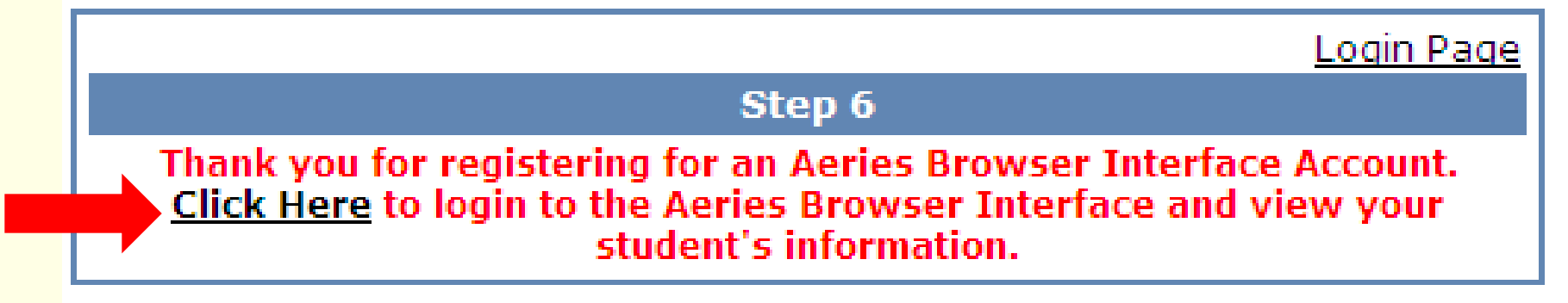
Step 5

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.



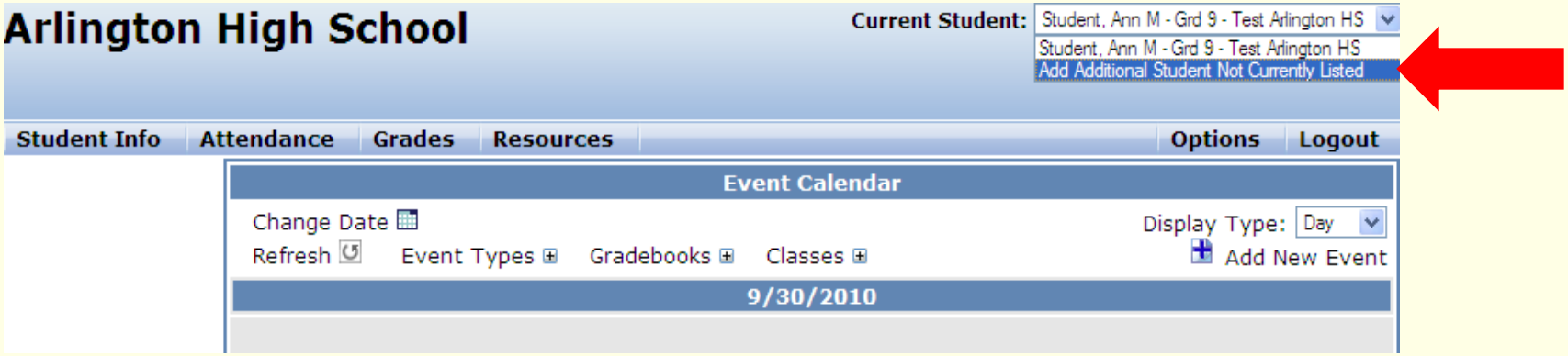
Step 6

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

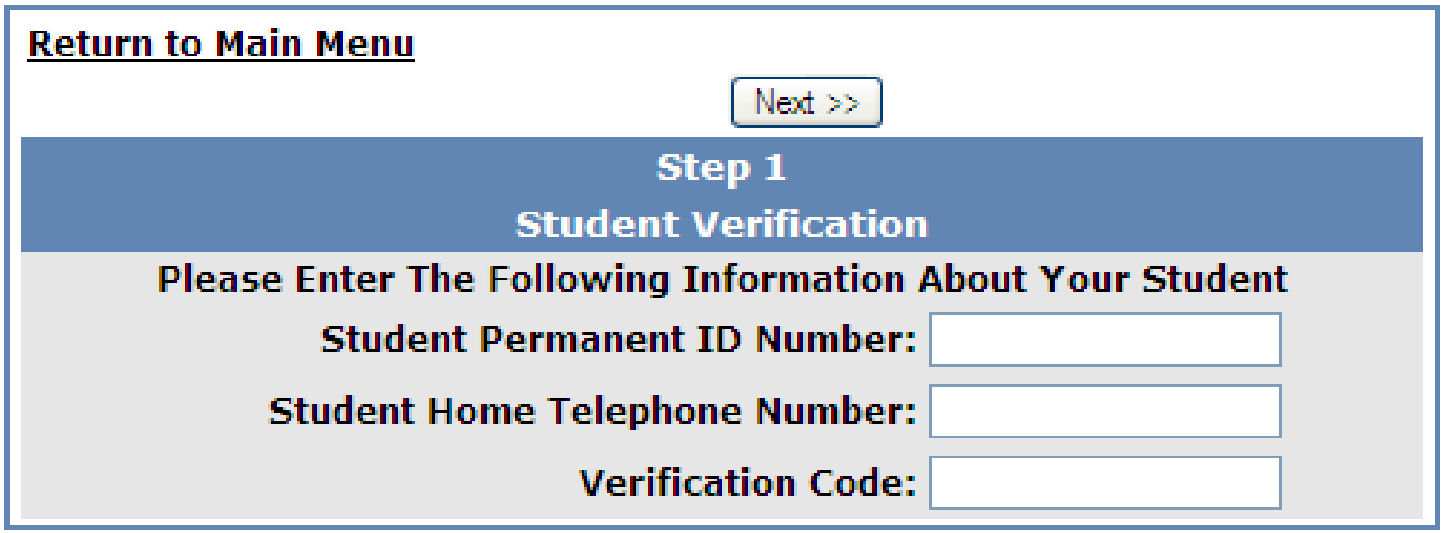


How to Add Additional Students to an Account

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"**



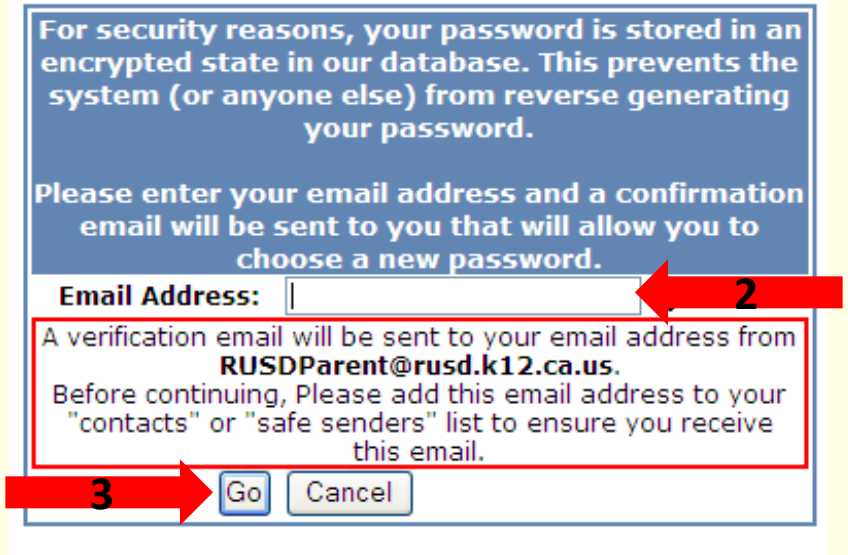
3. You will be taken to a page that will prompt you for the new student's ID number, telephone number and verification code. This is similar to Step 4 when you created your account and associated your first student with your login. Enter the information for this student and click the Next button.



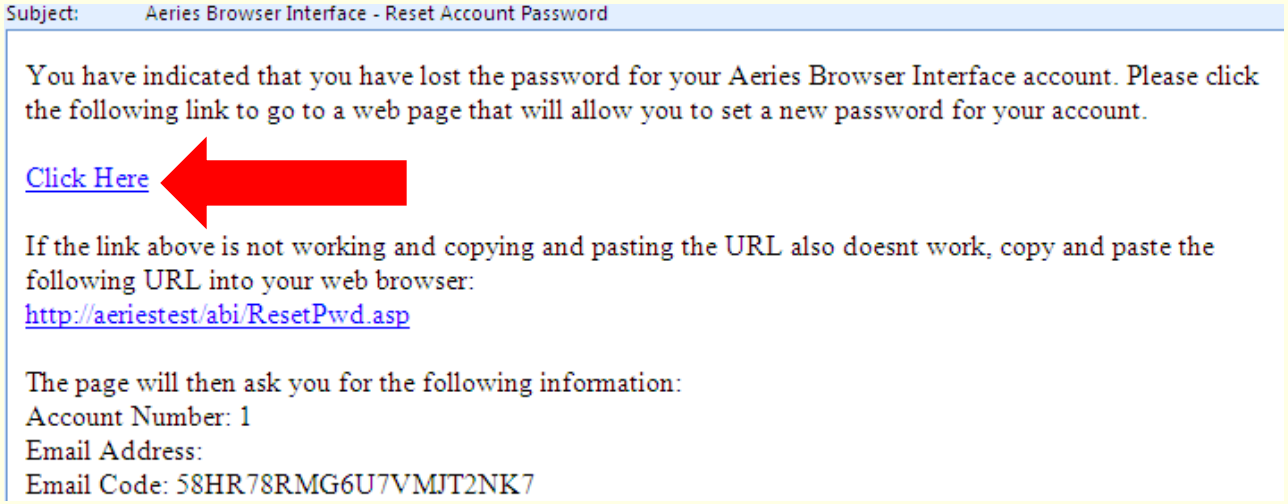
4. Once the system confirms the information is correct, a confirmation will be displayed. This screen resembles the confirmation screen in Step 5 when you created your account.
5. Click the button of the contact that describes **you** or **“None of the above”** and click the **Next** button.
6. When 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.



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.



Subject: Aeries Browser Interface - Reset Account Password

You have indicated that you have lost the password for your Aeries Browser Interface account. Please click the following link to go to a web page that will allow you to set a new password for your account.

Click Here

If the link above is not working and copying and pasting the URL also doesnt work, copy and paste the following URL into your web browser:
http://aeriestest/abi/ResetPwd.asp

The page will then ask you for the following information:
Account Number: 1
Email Address:
Email Code: 58HR78RMG6U7VMJT2NK7

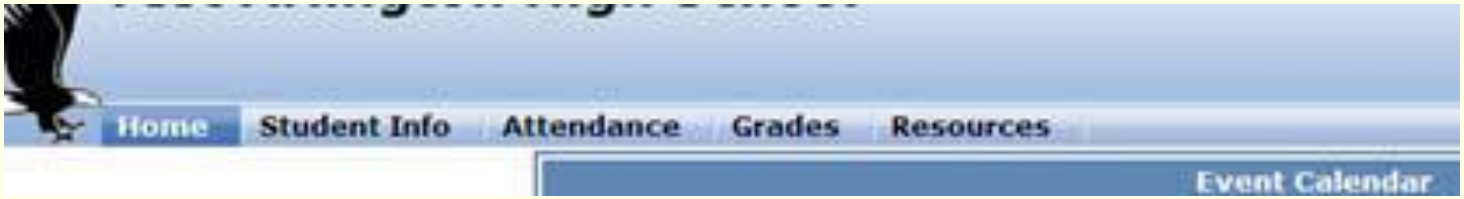
5. Once you click the link, the system confirms that the process has been followed correctly and allows you to enter a new password for your account.

Reset Password

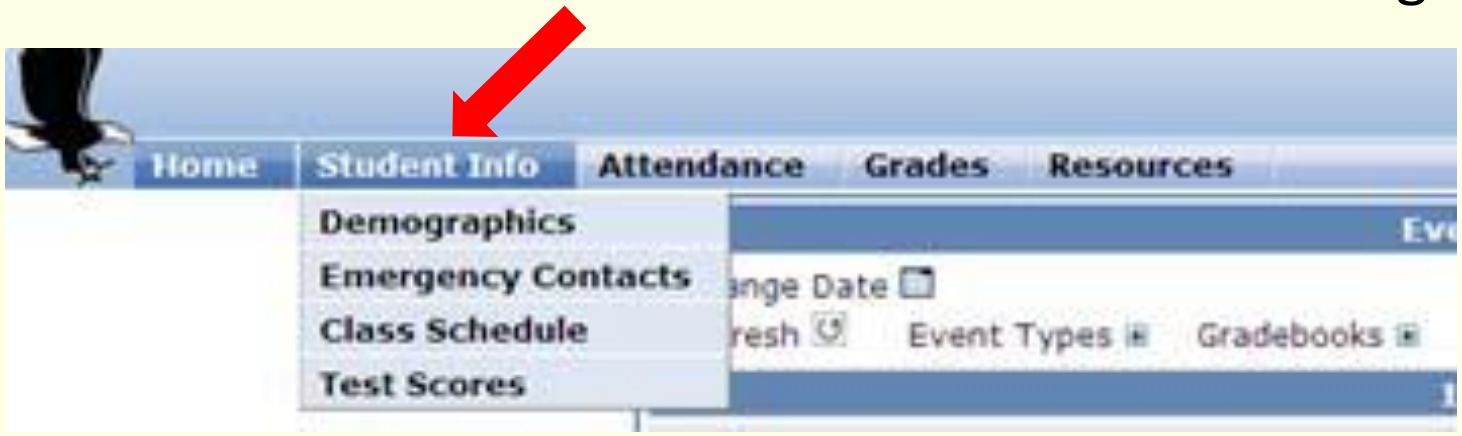
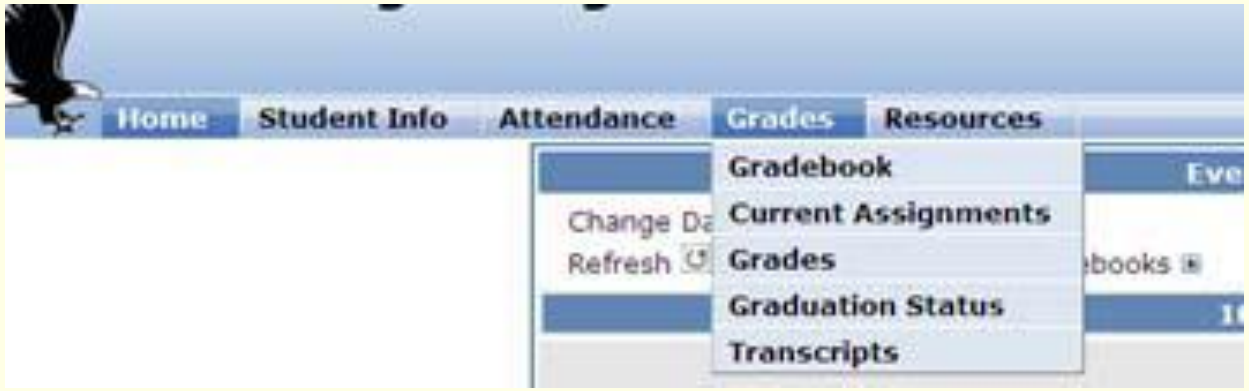
Email Address: ParentAccount@gmail.com
New Password: ••••
Confirm New Password: ••••
Reset Password | Cancel

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.