

Creating a AUSD Parent Portal

1. Using Internet Explorer or Firefox go to <http://abi.ausdk12.org/abi/Loginhome.asp>



Welcome to
aeries™

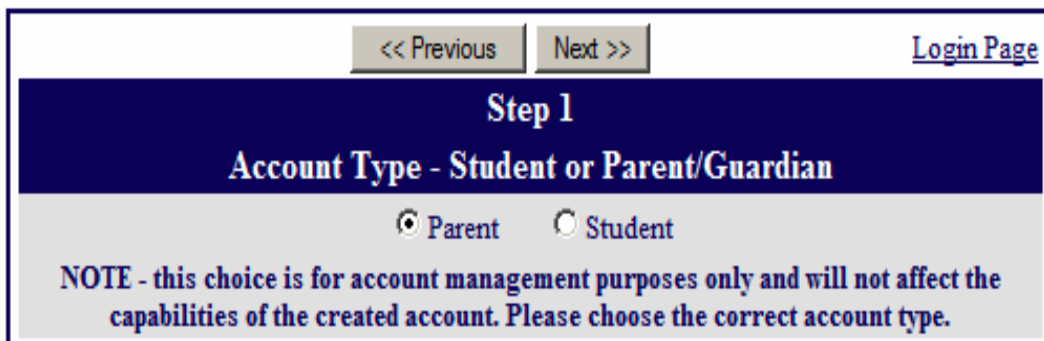
Email Address:

Password:

Log In

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

2. Select **“CREATE NEW ACCOUNT”** located on the bottom left of the Screen.
3. Select **“Parent”** for creating a parent account, or **“Student”** for a student account then select next



<< Previous Next >> [Login Page](#)

Step 1

Account Type - Student or Parent/Guardian

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.

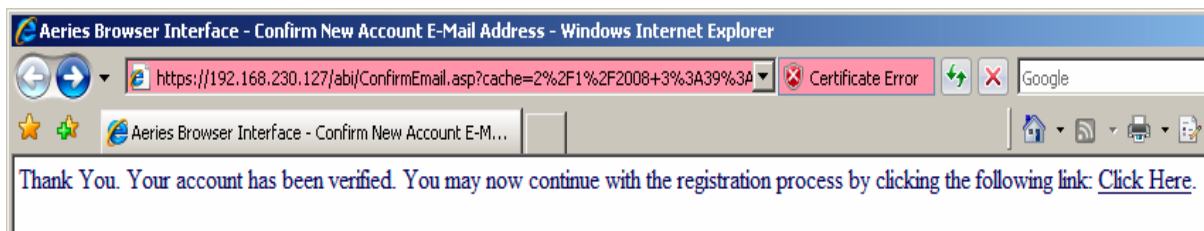
4. Type in your email address and on the verify email address boxes. Select a password/passphrase with which you can easily remember. (eg. mypasswordispassword) After clicking next, an email will be sent to the email address you submitted at this step. **Be sure to check your SPAM folder (Yahoo, SBC, ATT, Charter, Earthlink users) .** **Important: You must open, read and follow the instructions in your Email in order to continue creating your new parent portal account!**

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 four input fields: "Email Address:" with the value "myemailaddress@myemailaddress.com", "Verify Email Address:" with the same value, "Choose Password:" with a masked password of 12 dots, and "Retype Password:" with a masked password of 12 dots. Below the form, a red-bordered box contains the following text: "A verification email will be sent to your email address from asuval@king.prps.k12.ca.us. Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email."

5. The email sent will ask you to confirm or reject. Select "Confirm".

The screenshot shows a confirmation message titled "Step 3". At the top, there are navigation buttons: "<< Previous" and "Next >>". In the top right corner, there is a link for "Login Page". The main heading reads "You must now confirm your email address before continuing". Below this, the text says: "An email has been sent to your email address. Please open your email and follow the instructions. You must do this before continuing this process."

6. Select "Click Here"



7. Enter the student's permanent ID number and VPC code provided to you (case sensitive) and the home telephone number including area code (no punctuation) that you provided to the school on your student's emergency card. Do not use the "Email Code" that is in the confirmation email.

[Next >>](#) [Login Page](#)

Step 4
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

8. Select the person for whom you are creating access.

[<< Previous](#) [Next >>](#) [Login Page](#)

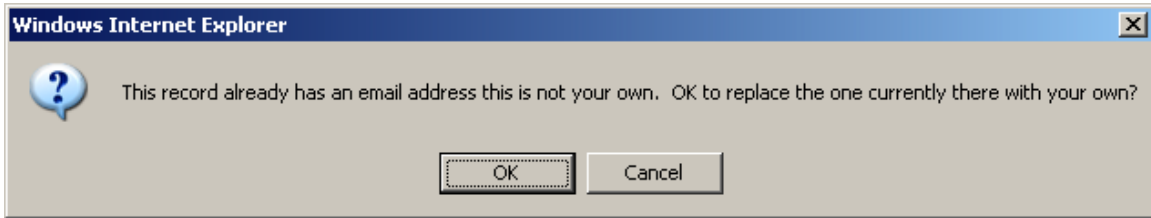
Step 5
Emergency Contact Verification

Riley Sheldon Smith has been added to your account.

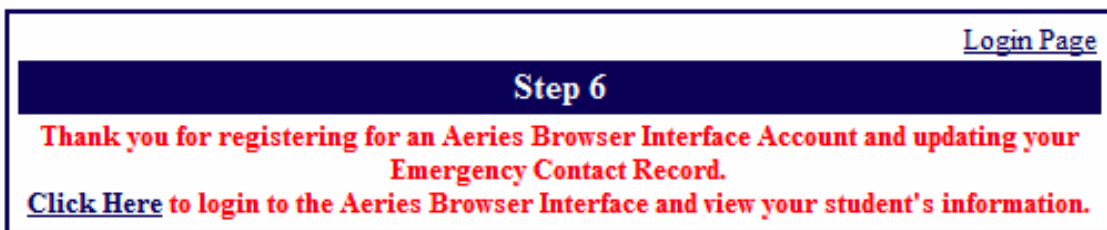
Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
<input checked="" type="radio"/> Tisha Smith	Mother
<input type="radio"/> Bob & Virginia Roos	
<input type="radio"/> Curtis & Laureen Oeser	
<input type="radio"/> Mark & Nicole Moline	
<input type="radio"/> None of the above	

9. If the email address you provided is different than the one on file, you will receive this message. Select OK



Last step. Select “Click Here” to access your student’s information using the email address and password you selected.



If you need help or would like to ask questions, feel free to email aeriesparent@ausdk12.org

You can also find the link to the Aeries parent portal site on AUSD’s District website , on the home page under “links”