



## Aeries Parent Portal

### Creating a Parent Account in Contacts

Creating a Parent Portal account using the Contacts screen is a quick workaround to the traditional method of creating accounts where the parent registers online.

1 Use the magnifying lens to look up the student

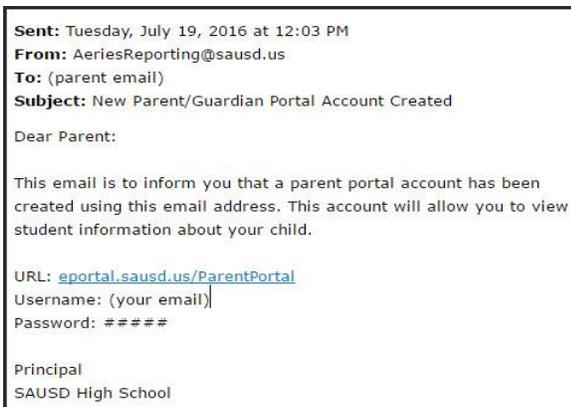
2 Navigate to **Contacts** and find the parent requesting the account

3 Change that parent record to add their email address and click "Y" in the **Portal?** field

4 Click **Save**

The parent will receive a confirmation email with a link to the login prompt and a password.

Parents should be sure to check their spam/junk folders for the confirmation email.



**Reminder: All students have student portal accounts. They should use the following login:**

**Username:** Student gmail account (e.g., [123456@sausdlearns.net](mailto:123456@sausdlearns.net))

**Password:** 8-digit birthdate

