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.

<u>Reminder</u>: All students have student portal accounts. They should use the following login:

Username: Student gmail account (e.g., <u>123456@sausdlearns.net</u>) Password: 8-digit birthdate

2016-2017 Screaming Eagle High School Eme Flag StuNum Last Name Middle Nar Perm ID Num First Name Abbott Allan (AJ) James 99400001 Red Flag Comment Parent/Guardian Primary Phone (777) 555-9448 NO STUDENT CONTACT BY ALICE ABBOTT M/M A Abbo Mailing Name Prefix Last Name First Na Middle Name Suffix Verif Date Abbott Adam Abbott Adam State ZipCode ZipExt AddrType Red Flag Address City 5647 Elm S Eagle rock CA Lives With? Relationship × 2 Telephone Work Phone Extn CorrLng (777) 555-7537 3 Portal? Employer ail Address 3 Additional Contact 1 Additional Contact 2 Additional Contact 3 Additional Contact 4 Military Informatio Branch × Sergean Retired Supervisor's Pho Supervisor John Brown (999) 555-1234 User1 User2 4 ~ Cancel

Sent: Tuesday, July 19, 2016 at 12:03 PM From: AeriesReporting@sausd.us To: (parent email) Subject: New Parent/Guardian Portal Account Created Dear Parent:

This email is to inform you that a parent portal account has been created using this email address. This account will allow you to view student information about your child.

URL: <u>eportal.sausd.us/ParentPortal</u> Username: (your email) Password: #####

Principal SAUSD High School