



## Creating a New Parent Account For SAUSD Aeries Parent Portal

Before starting, you will need the following:

- School-provided information
  - Student Permanent ID Number
  - Home Telephone number (10 digits, as recorded with the school)
  - Verification Code
- **A personal email account**

You cannot create an account without **all 4** of these items.

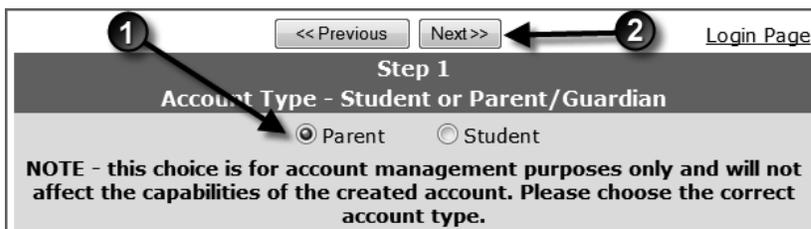
Open your internet browser and type in the following URL:  
**https://eportal.sausd.us/abi\_parent**

### **Step 1**

Click on **Create New Account**

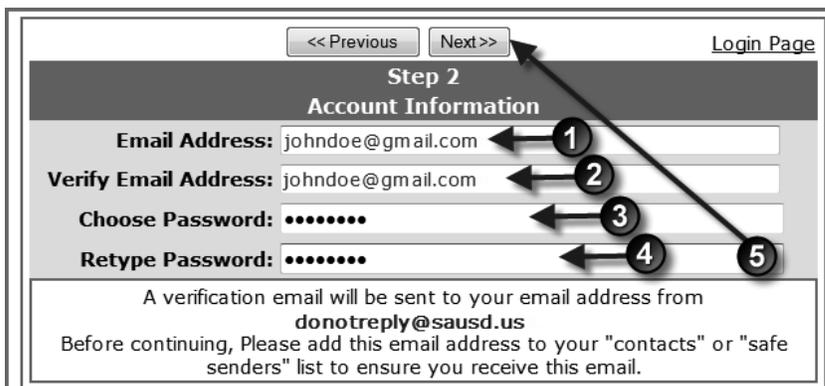


- ❶ Click Parent button
- ❷ Click



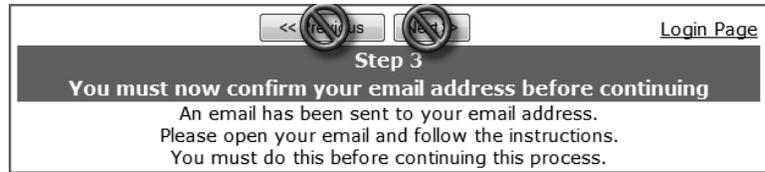
### **Step 2**

- ❶ Type your email address.
- ❷ Re-type your email address
- ❸ Type a password.  
This password should be at least 6 characters long.
- ❹ Re-type this password.
- ❺ Click



You will be able to change your password once your account has been created.

### Step 3 Email Confirmation

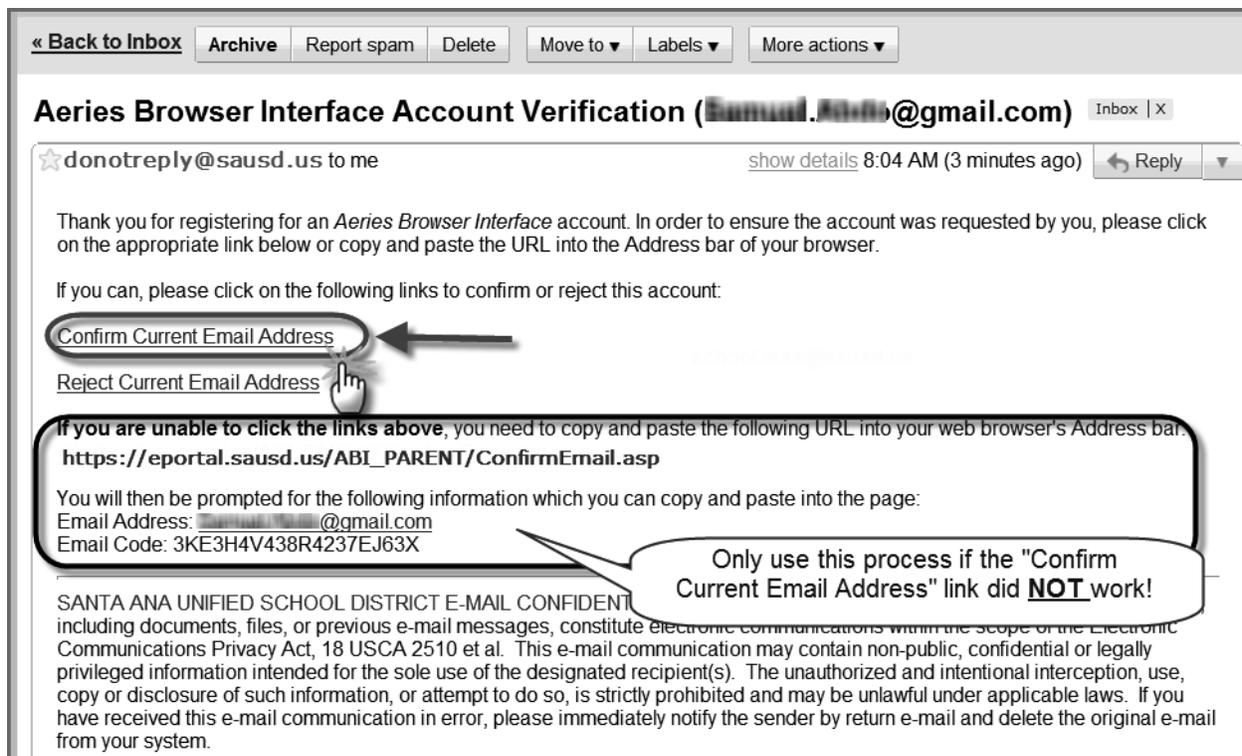


**STOP!**

Do **NOT** click  or

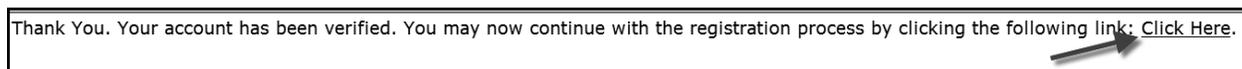
### Open your email in a new window!

After you have opened your email program in another window, open the email from [donotreply@sausd.us](mailto:donotreply@sausd.us). Your message will be similar to the example below.



Please click on the [Confirm Current Email Address](#) link.

You should then see a verification window. Click on [Click Here](#) to go to the Aeries login screen.



## Step 4 Verification

If your email address was previously entered by the school into your child's contact list, you will be directed to the Aeries login screen.

- 1 Enter your email address
- 2 Enter the password you created earlier
- 3 Click **Log In**

You can then access your child's records.



If your email address was not listed in your child's contact list, you will then see the student verification screen.

Using the information provided by the school,

- 1 Enter the 6-digit student ID number
- 2 Enter your 10 digit home telephone number  
Example: 7145551234
- 3 Enter the Verification Code
- 4 Click **Next>>**

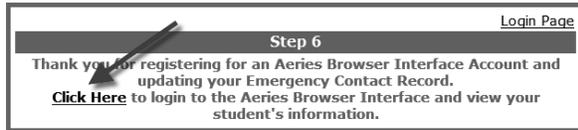
## Step 5 Contact Verification

Next, you will see a list of your child's contacts.

- 5 Click on the button beside your name.
- 6 Click **Next>>**

## Step 6 Login

Click on **Click Here** and login with your email address and new password. If you have more than one student enrolled in SAUSD, please see the section on Multiple Students in this document.



To see your child's attendance, click on the Attendance tab.

Attendance Record for Smith, John

Attendance: 8/30/2010 - 1/19/2011

MONDAY									TUESDAY									WEDNESDAY									THURSDAY									FRIDAY																							
Date	A	0	1	2	3	4	5	6	7	8	9	Date	A	0	1	2	3	4	5	6	7	8	9	Date	A	0	1	2	3	4	5	6	7	8	9	Date	A	0	1	2	3	4	5	6	7	8	9	Date	A	0	1	2	3	4	5	6	7	8	9
08/30	-	-	-	-	-	-	-	-	-	-	-	08/31	A	-	-	-	-	-	-	-	-	-	-	09/01	-	-	-	-	-	-	-	-	-	-	-	09/02	-	-	-	-	-	-	-	-	-	-	-	09/03	-	-	-	-	-	-	-	-	-	-	-
09/06	-	-	-	-	-	-	-	-	-	-	-	09/07	-	-	-	-	-	-	-	-	-	-	-	09/08	-	-	-	-	-	-	-	-	-	-	-	09/09	-	-	-	-	-	-	-	-	-	-	-	09/10	-	-	-	-	-	-	-	-	-	-	-
09/13	-	-	-	-	-	-	-	-	-	-	-	09/14	-	-	-	-	-	-	-	-	-	-	-	09/15	-	-	-	-	-	-	-	-	-	-	-	09/16	-	-	-	-	-	-	-	-	-	-	-	09/17	-	-	-	-	-	-	-	-	-	-	-
09/20	-	-	-	-	-	-	-	-	-	-	-	09/21	-	-	-	-	-	-	-	-	-	-	-	09/22	-	-	-	-	-	-	-	-	-	-	-	09/23	-	-	-	-	-	-	-	-	-	-	-	09/24	-	-	-	-	-	-	-	-	-	-	-
09/27	-	-	-	-	-	-	-	-	-	-	-	09/28	-	-	-	-	-	-	-	-	-	-	-	09/29	-	-	-	-	-	-	-	-	-	-	-	09/30	-	-	-	-	-	-	-	-	-	-	-	10/01	-	-	-	-	-	-	-	-	-	-	-
10/04	A	-	K	-	-	-	-	-	-	-	-	10/05	A	-	-	-	-	-	-	-	-	-	-	10/06	A	-	-	-	-	-	-	-	-	-	-	10/07	A	-	-	-	-	-	-	-	-	-	-	10/08	A	K	-	-	-	-	-	-	-	-	-
10/11	U	U	U	U	U	U	U	U	U	U	U	10/12	A	-	-	-	-	-	-	-	-	-	-	10/13	-	-	-	-	-	-	-	-	-	-	-	10/14	-	-	-	-	-	-	-	-	-	-	-	10/15	-	-	-	-	-	-	-	-	-	-	-
10/18	A	-	-	-	-	-	-	-	-	-	-	10/19	A	-	-	-	-	-	-	-	-	-	-	10/20	A	-	-	-	-	-	-	-	-	-	-	10/21	-	-	-	-	-	-	-	-	-	-	-	10/22	A	K	-	-	-	-	-	-	-	-	-
10/25	A	-	-	-	-	-	-	-	-	-	-	10/26	A	-	-	-	-	-	-	-	-	-	-	10/27	-	-	-	-	-	-	-	-	-	-	-	10/28	K	-	-	-	-	-	-	-	-	-	-	10/29	-	-	-	-	-	-	-	-	-	-	-
11/01	-	-	-	-	-	-	-	-	-	-	-	11/02	K	-	-	-	-	-	-	-	-	-	-	11/03	K	-	-	-	-	-	-	-	-	-	-	11/04	-	-	-	-	-	-	-	-	-	-	-	11/05	-	-	-	-	-	-	-	-	-	-	-
11/08	-	-	-	-	-	-	-	-	-	-	-	11/09	B	B	B	B	B	B	B	B	B	B	B	11/10	B	B	B	B	B	B	B	B	B	B	B	11/11	-	-	-	-	-	-	-	-	-	-	-	11/12	U	U	U	U	U	U	U	U	U	U	U
11/15	-	-	-	-	-	-	-	-	-	-	-	11/16	K	-	-	-	-	-	-	-	-	-	-	11/17	-	-	-	-	-	-	-	-	-	-	-	11/18	A	-	-	-	-	-	-	-	-	-	-	11/19	K	-	-	-	-	-	-	-	-	-	-
11/22	B	B	B	B	-	-	-	-	-	-	-	11/23	K	-	-	-	-	-	-	-	-	-	-	11/24	NO SCHOOL	-	-	-	-	-	-	-	-	-	-	11/25	HOLIDAY	-	-	-	-	-	-	-	-	-	-	11/26	HOLIDAY	-	-	-	-	-	-	-	-	-	-
11/29	-	-	-	-	-	-	-	-	-	-	-	11/30	-	-	-	-	-	-	-	-	-	-	-	12/01	K	-	-	-	-	-	-	-	-	-	-	12/02	-	-	-	-	-	-	-	-	-	-	-	12/03	-	-	-	-	-	-	-	-	-	-	-
12/06	-	-	-	-	-	-	-	-	-	-	-	12/07	-	-	-	-	-	-	-	-	-	-	-	12/08	-	-	-	-	-	-	-	-	-	-	-	12/09	-	-	-	-	-	-	-	-	-	-	-	12/10	A	A	A	A	-	-	-	-	-	-	-
12/13	-	-	-	-	-	-	-	-	-	-	-	12/14	-	-	-	-	-	-	-	-	-	-	-	12/15	-	-	-	-	-	-	-	-	-	-	-	12/16	-	-	-	-	-	-	-	-	-	-	-	12/17	U	U	U	U	U	U	U	U	U	U	U
12/20	HOLIDAY	-	-	-	-	-	-	-	-	-	-	12/21	HOLIDAY	-	-	-	-	-	-	-	-	-	-	12/22	HOLIDAY	-	-	-	-	-	-	-	-	-	-	12/23	HOLIDAY	-	-	-	-	-	-	-	-	-	-	12/24	HOLIDAY	-	-	-	-	-	-	-	-	-	-
01/10	-	-	-	-	-	-	-	-	-	-	-	01/11	-	-	-	-	-	-	-	-	-	-	-	01/12	-	-	-	-	-	-	-	-	-	-	-	01/13	-	-	-	-	-	-	-	-	-	-	-	01/14	-	-	-	-	-	-	-	-	-	-	-
01/17	HOLIDAY	-	-	-	-	-	-	-	-	-	-	01/18	-	-	-	-	-	-	-	-	-	-	-	01/19	-	-	-	-	-	-	-	-	-	-	-	01/20	-	-	-	-	-	-	-	-	-	-	-	01/21	-	-	-	-	-	-	-	-	-	-	-

Absence Summary 8/30/2010 - 6/17/2011												
Code	Description	All	P0	P1	P2	P3	P4	P5	P6	P7	P8	P9
A	Absent	0	13	2	1	1	4	1	1	0	0	0
B	Business	0	0	3	3	3	3	2	2	0	0	0
K	Tardy (U)	0	0	10	4	2	0	0	3	0	0	0
U	Unexcused	3	1	3	3	3	3	3	3	0	0	0
Total Excused Absences		0	0	0	0	0	0	0	0	0	0	0
Total Unexcused Absences		3	14	5	4	4	7	4	4	0	0	0
Total Excused Tardies		0	0	0	0	0	0	0	0	0	0	0
Total Unexcused Tardies		0	0	10	4	2	0	0	3	0	0	0

Enrollment History				
Date	Code	Grd	AttPrg	Trk
08/30/2010	Enter	11		

Date Range For Attendance Summary: 08/30/2010 - 06/17/2011 Refresh

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- Attendance code recorded for the entire day if the student attended **no** classes
- Attendance code recorded for each period of the school day (0, 1, 2, 3, 4, 5, 6, & 7)
- The dash (-) indicates that the student was present for that period
- Explanation of absence codes
- Student's current school year enrollment date
- Absence summary information (explanations and totals)
- Attendance for a one-week period (beginning on December 6) where student was tardy for Monday's period 6 class and absent for periods 1, 2, 3, & 4 on Friday.

Notice that this student was enrolled in a Period 0 class from 8/30 until 10/26. After the student dropped the class on 10/26, Period 0 appears blank.

**Santa Ana Unified School District**  
**Attendance Absence and Tardy Codes for ABI**  
**2010 - 2011**

Aeries Absence Code	Absence Code Title	Type of Absence	ADA	Definition of Absence Code
( A )	Absent Unverified	Unverified Absence	NO	Absence initially recorded as unverified until the reason for the absence can be determined by a District employee designated to make such absence verification.
( I )	Illness	Excused Absence, Verified	NO	Excused absence for student's illness, injury, or medical reason.
( J )	Personal, Justifiable Absence	Excused Absence, Verified	NO	Personal justifiable absences pursuant to EC 48205. Includes Funeral Service (for someone who is not a member of the immediate family member), Jury duty, quarantine, teen parent to care for sick child, student needs to appear in court/probation/legal appt., Religious holiday/ceremony/retreat, Employment conference, <b>Personal reasons requested by parent or guardian approved by Principal.</b>
( K )	Tardy	Unexcused Tardy (1-30 minutes late)	YES	Unexcused tardy less than 30 minutes. Not subject to Truancy Law.
( L )	Tardy	Excused Tardy, Verified	YES	Excused tardy which is not subject to Truancy Law. (Late arrival due to student' s doctor appointment or illness
( M ) (On-line)	Medical	Excused Absence, Verified	NO	Verified appointment with Health Care professional (such as doctor, dentist, optometrist) during school hours.
( P )	Present	Not Absent	YES	Student is present in class.
( T ) (On-line)	Truancy Absence	Unexcused Absence, Verified	NO	Student who cuts school and is in violation of compulsory (truancy) law. Included on Truancy Notification Letter.
( Y ) (On-line)	Tardy Truant	Unexcused Tardy, Verified	YES	Unexcused tardy in excess of 30 minutes and subject to the Truancy Law (late arrival that does not comply with EC 48205)

## Multiple Students

If you have more than one child in school, you may see a slightly different “Step 3” screen. If so, click on **A**

**Return to Main Menu**

**Step 3**

Thank you for updating your Emergency Contact Record.

**A** → [Click Here](#) to add another student to your account.

Or [Click Here](#) to view your student's information.

**B** →

Click on the second student

**Current Student:** Abdo, Alice A - Grd 9 - Screaming Eagle HS

- Abdo, Alice A - Grd 9 - Screaming Eagle HS
- Abdo, Arnold A - Grd 10 - Screaming Eagle HS
- Add Additional Student Not Currently Listed

Then enter the required verification information for the second student and click **Next >>** and select your contact information by clicking on the appropriate 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:

You can also add a second or third child once you have already logged in with your first student.

- 1 Click the drop-down selector.
- 2 Click “Add Additional Student Not Currently Listed.”

**Current Student:** Abrego, Alice A - Grd 9 - Screaming Eagle HS

- Abrego, Alice A - Grd 9 - Screaming Eagle HS
- Add Additional Student Not Currently Listed

**2** →

**1** →

Again, you will need to complete the student verification information.

**Return to Main Menu**

**Next >>**

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

Please Enter The Following Information About Your Student

Student Permanent ID Number: 99400011

Student Home Telephone Number: 7775551111

Verification Code: a123456789

After clicking on [Next>>](#), click on your contact record

Name	Relation
<input checked="" type="radio"/> Abrego, Alphonse	Father
<input type="radio"/> Mary Jenkins	Aunt
<input type="radio"/> None of the above	

Then, after returning to the main menu, click on the “Current Student” drop-down selector to choose the student whose information you wish to see.

Current Student: Abrego, Alice A - Grd 9 - Screaming Eagle HS

Abrego, Alice A - Grd 9 - Screaming Eagle HS

Abrego, Ivette I - Grd 8 - Screaming Eagle HS

Add Additional Student Not Currently Listed

Options Logout

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If your email address was previously added to your children’s contact information by the school, you may see a message indicating that your new parent account has been automatically associated with your children.

Your account has automatically been associated with Student, Conrad Abdo with permanent ID number 7543400.  
Your account has automatically been associated with Student, Alice A Abdo with permanent ID number 99400003.  
Your account has automatically been associated with Student, Arnold A Abdo with permanent ID number 99400004.  
**Additional students can not be added to this account from here.**  
Please **login to the system** and add new students from there.

If this occurs,

- 1 simply click on the **login to the system** link,
- 2 login, and
- 3 click on the “Current Student” drop-down selector to choose the student whose information you wish to see.

## **Forgotten password**

If you forget your password, click on **Forgot Your Password?** at the Login screen.



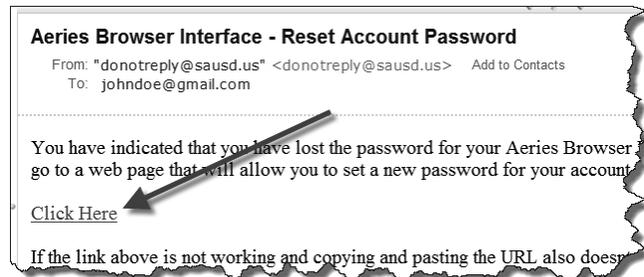
At the next screen, enter your email address and click

You will see a message which reads:  
*A confirmation email has been sent. Please close this window and check your email. A link will be provided that will direct you to the proper page on this website.*



Close the window, and then check your email. Within a few minutes, you should receive a message from **donotreply@sausd.us**.

Open the message and click on the **Click Here** link.



Type in a new password.  
Retype the password.  
Click



In the next screen, click on the **Click Here** link.

**Your password was successfully changed. Click Here to return to the AERIES Browser Interface login page.**

- 1 Enter your email address and your **new** password.
- 2 Click the  button.

