



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

Before starting, you will need the following information:

1. Student Permanent ID Number ID: \_\_\_\_\_
2. Home Telephone number (as recorded with the school) Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_
3. Verification Code Verification: \_\_\_\_\_
4. Personal email account Personal Email: \_\_\_\_\_

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

### **Create a New Account**

Open your internet browser and type in <http://www.sausd.us/parentportal>

There is a link for the **Aeries Parent Portal** on your child's school Website.

Click on **Create New Account**

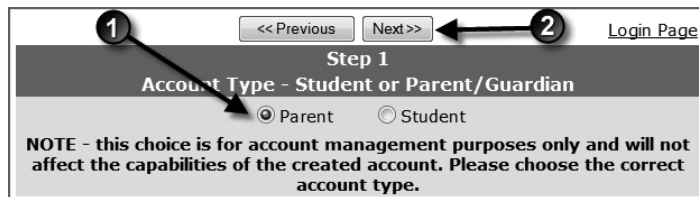
Santa Ana Unified School District



### **Step 1: Select the Account**

Click Parent button

Click **Next>>**



### **Step 2: Enter Account Information**

Type your email address

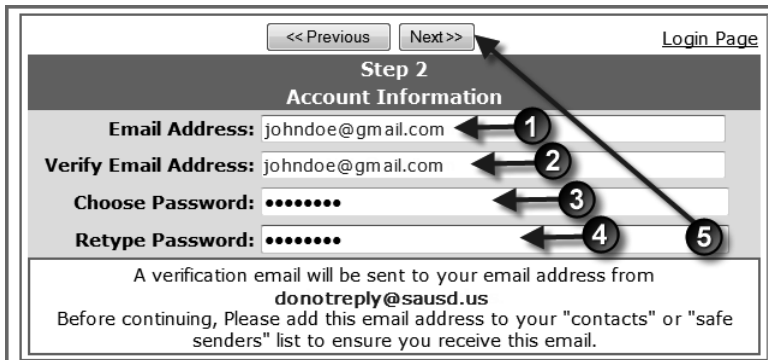
Re-type your email address

Type a password

The password needs to be at least 6 characters long

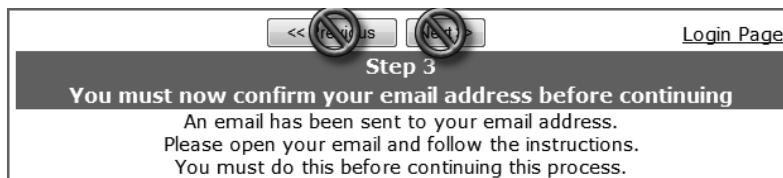
Re-type this password

Click **Next>>**



### **Step 3: Confirm With Your Email**

Do **NOT** click **Next>>** or **<< Previous**



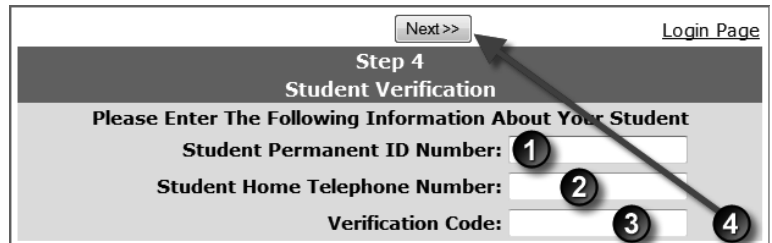
Open your email program in another window, and open the message from [donotreply@sausd.us](mailto:donotreply@sausd.us). In this message, please click on the **Confirm Current Email Address** link. Next, you will see a verification window. Click on **Click Here** to go to the Aeries Login screen.

### **Step 4: Verification**

- 🖨️ Enter your email address
- 🖨️ Enter the password you created earlier
- 🖨️ Click **Log In**

You will then see the student verification screen below.

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

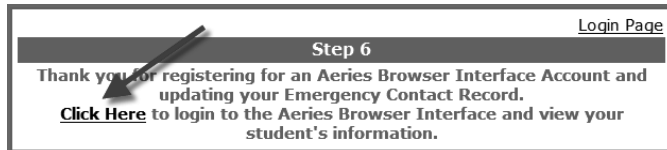


### **Step 5: Contact Verification**

You will see a list of your child's contacts. Click the button by your name. Click **Next >>**

### **Step 6: Completing Registration**

Click on **Click Here**



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### **Step 7: Logging In**

- 🖨️ Enter your email address
- 🖨️ Enter the password you created earlier
- 🖨️ Click **Log In**



Click on the **Attendance tab** to see your child's attendance record.

**Note: Write down your password here** \_\_\_\_\_