



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

Before starting, you will need the following information:

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

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

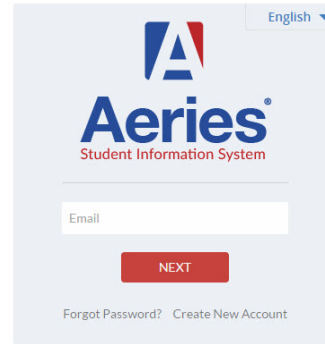
### Create a New Account

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**

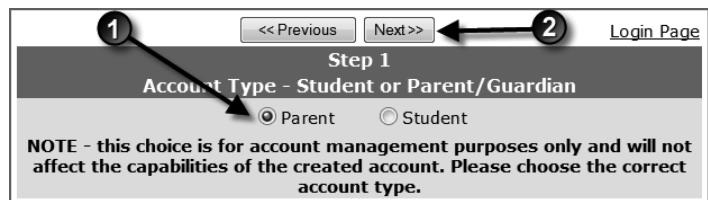
Santa Ana Unified School District



### Step 1: Select the Account

1 Click Parent button

2 Click **Next >>**



### Step 2: Enter Account Information

1 Type your email address

2 Re-type your email address

3 Type a password

The password needs to be at least 6 characters long

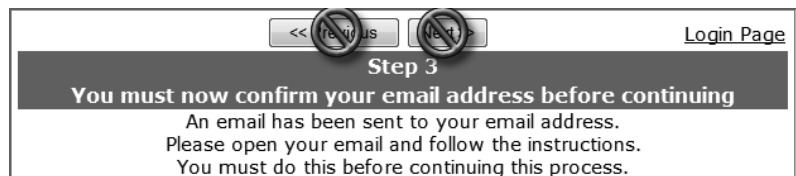
4 Re-type this password

5 Click **Next >>**



### Step 3: Confirm With Your Email

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



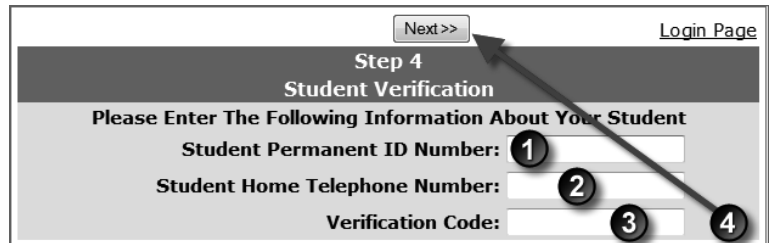
Open your email program in another window, and open the message from [donotreply@sausd.us](mailto:donotreply@sausd.us). In this message, please click on the **Confirm Current Email Address** link. Next, you will see a verification window. Click on **Click Here** to go to the Aeries Login screen.

## Step 4: Verification

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

You will then see the student verification screen below.

- 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 >>**

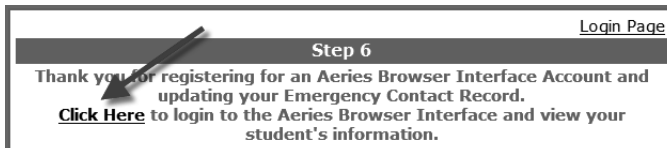


## Step 5: Contact Verification

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**

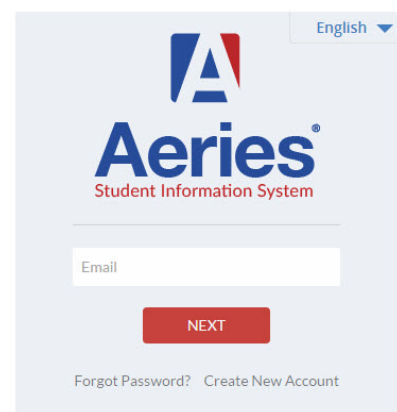


## Step 7: Logging In

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



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

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