

## Registering for an AERIES Parent Portal Account (revised 10/8/2010)

- 1) Make sure you have the necessary information to set up your account:
  - a. Your student's ID number
  - b. Your student's VPC Code from the school office (unique code per student)
  - c. Your home telephone number that is on file with Oroville High School
- 2) Go to the following website: <https://parent.ouhsd.org>



Click on the **Create New Account** link.

This will take you through the Registration Wizard. During this process, you will be asked for your Account Type.

*There is no way to prevent students from being able to create accounts as long as parents can create accounts. This is because students will eventually end up acquiring the VPC, ID, and TL from their parents and will try to sign up for an account of their own. Offering students the option of claiming to be students will actually discourage them from signing up as parents. This solution is not going to prevent students from registering as parents, but it will help minimize the occurrences.*

<input style="border: none; background: none;" type="button" value=" &lt;&lt; Previous "/> <input style="border: none; background: none;" type="button" value=" Next &gt;&gt; "/>
<b>Step 1</b>
<b>Account Type - Student or Parent/Guardian</b>
<input checked="" type="radio"/> Parent <input type="radio"/> Student
<b>NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.</b>

Next the parent or student will be prompted for their email address and a password to use for their new account.

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**Step 2**  
**Account Information**

**Email Address:**

**Verify Email Address:**

**Choose Password:**

**Retype Password:**

A verification email will be sent to your email address from  
[REDACTED]

Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

**Note:** The email will be coming from Administrator@ouhsd.org

After that step, an email will be sent to that email address and the registration process will be halted until you go to your email inbox and click a **“Confirm”** link in the email that

**Aeries Browser Interface Account Verification** [Inbox](#) [Print](#)

☆ AccountAdmin@district.k12.ca.us to me [More options](#) 8:58 am (4 minutes ago)

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm Current Email Address](#)

[Reject Current Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.

<http://abi.district.k12.ca.us/ConfirmEmail.asp>

**You will then be prompted for the following information which you can copy and paste into the page:**

Email Address: [ParentAccount@gmail.com](mailto:ParentAccount@gmail.com)  
Confirmation Code: KQNW3W43TEP4H24E5E7T  
School: 0

[Reply](#) [Reply to all](#) [Forward](#) [Invite AccountAdmin@district.k12.ca.us to Gmail](#)

**Note:** The confirmation Code received in this email is NOT the unique VPC code that you must obtain for each student.

Click on the "Confirm" or "Reject" links or, if the links are not active, they can manually go to the URL specified and manually confirm or reject the account.

<b>Enter Account Information</b>	
<b>Email Address:</b>	<input type="text" value="ParentAccount@gmail.com"/>
<b>Confirmation Code:</b>	<input type="text" value="KQNW3W43TEP4H24E5E7T"/>
<b>School:</b>	<input type="text" value="0"/>
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

If they click on the Confirm link, the following webpage will be displayed and they can continue with the registration process.

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

The registration process will continue with the parent entering in the VPC, ID, & TL for the student they wish to view.

<input type="button" value="Next &gt;&gt;"/>	
<b>Step 4</b>	
<b>Student Verification</b>	
<b>Please Enter The Following Information About Your Student</b>	
<b>Student Permanent ID Number:</b>	<input type="text" value="201523"/>
<b>Student Home Telephone Number:</b>	<input type="text" value="(714) 571-1899"/>
<b>Verification Code:</b>	<input type="text" value="V4CYP3UYUR"/> <a href="#">Help</a>

If those 3 pieces of information are verified against a student record in the database, this account will be associated with that student.

The next step in the registration process for parent accounts is listing of every **Contact** record on file at Oroville High School for that student and a prompt for “Which Record Represents You?”

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**Step 5**  
**Emergency Contact Verification**

**Chris R Smith has been added to your account.**

**Please choose the Contact record that represents you so the email address can be properly updated.**

	Name	Relation
<input checked="" type="radio"/>	John Smith	Father
<input type="radio"/>	Amanda Smith	Mother
<input type="radio"/>	Kathy Horsely	
<input type="radio"/>	Dr. Fred Jones	
<input type="radio"/>	None of the above	

If a record is chosen, the email address for that contact record will be changed to the email address of this account. If that contact record already had an email address, an email will be sent to the old email address informing the owner of that email address that the email address stored in Aeries has changed and that if there is concern about this change, they should contact the school.

**Step 6**

**Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record.**

[Click Here](#) to login to the Aeries Browser Interface and view your student's information.

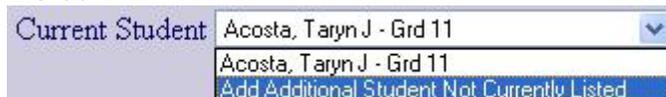
Now that the account is created, the parent or student can use the login page to login to the system and view the information about their associated student.

### **How to Add Additional Students to an Account**

ABI allows an individual parent (or student) account to actually be associated with multiple students. And in AeriesCS using a SQL Server database, an account can be associated with multiple students from multiple schools in the district. To add a new student to an account, the user must first log in to ABI. Then from any page in ABI, the header area shows a dropdown list of students currently assigned to this account in the upper-right corner.



The user opens the dropdown list and chooses: **Add Additional Student Not Currently Listed.**



The user will be taken to a page that will prompt the new student's VPC, ID, and TL.

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

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:  [Help](#)

Once the system confirms the information is correct, a confirmation will be displayed.

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**Step 2**  
**Emergency Contact Verification**

**Roberto Aguirre has been added to your account.**

Then the user will see multiple students in the **Current Student** dropdown list and can easily switch between viewing them by simply clicking on the one they wish to view.

Current Student  

- Acosta, Taryn J - Grd 11
- Aguirre, Roberto - Grd 12
- Add Additional Student Not Currently Listed