

# **Creating a New Parent Account on the AADUSD Parent Portal**

Open your internet browser. Type in the URL address: <https://www.accessmystudent.com/actonaguadulce>

Welcome to  
**aeries**™

Email Address:

Password:

**Log In**

**Create New Account** | [Forgot Your Password?](#)

AB... Version 4.11.5.20 - Secured with 128-bit Encryption

Click on **Create New Account** located on the bottom.  
In order to create an account, you must have the following three pieces of information:

**Student's Permanent ID**  
**Home telephone number on file**  
**Verification Code**

**The information must be supplied by your child's school.**

## Step 1:

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**Step 1**  
Account Type: Student or Parent/Guardian

**Parent**     Student

**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.**

Click on the circle to the left of Parent.

Click  .

## Step 2:

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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 **cortiz@aadusd.k12.ca.us**.  
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Type in your email address in the **Email Address** box.

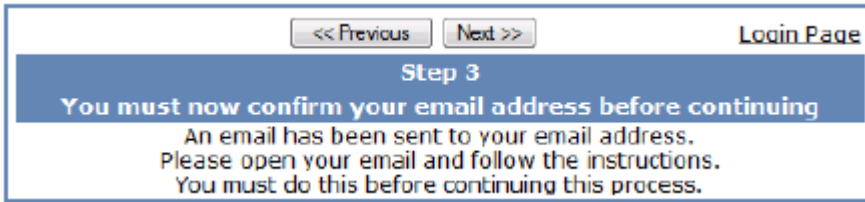
Retype your email address in the **Verify Email Address** box.

Type in a password in the **Choose Password** box.

Retype the same password in the **Retype Password** box.

Click  .

## Step 3:



This screen will appear.

**YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL FIRST IN ORDER TO CONTINUE CREATING YOUR ACCOUNT.**

**Open your email program.** Open the email from [parentportal@aadusd.k12.ca.us](mailto:parentportal@aadusd.k12.ca.us). You will receive a message similar to the example below. Please click on the [Confirm Current Email Address](#) link in the email message.

If the link does not work, please follow the remaining directions in the email. **PLEASE DO NOT DO BOTH.** The remaining directions in the e-mail are ONLY used if the [Confirm Current Email Address](#) link does not work.

### Example of Email Message

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.

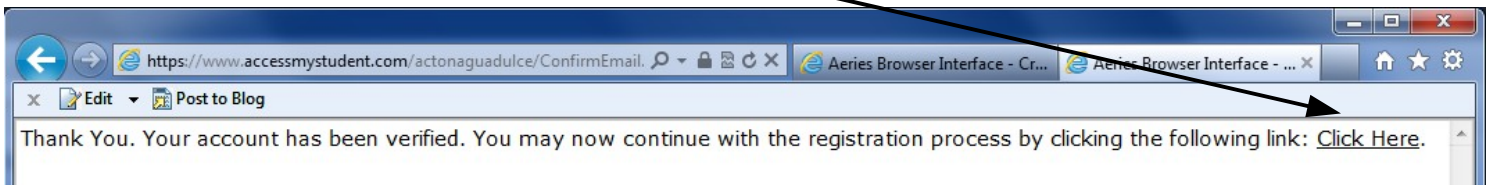
<https://www.accessmystudent.com/actonaguadulce/ConfirmEmail.asp>

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

Email Address: samjones@yahoo.com

Email Code: 53A3S111T2J2658WY7X1

A window similar to the one below will appear once you have clicked on Confirm Email Address in the previous screen. Click on the link [Click Here](#).



## Step 4:

[Login Page](#)

[Next >>](#)

**Step 4**  
**Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

**Please use the information provided to you by your child's school or in a mailing.**

Enter the Student Permanent ID number.  
Enter the Student Home Telephone Number  
Enter the Verification Code

Click [Next >>](#) .

## Step 5:

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

**John Jr Doe 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 type="radio"/> John Doe	
<input type="radio"/> B.D. Wolff	
<input type="radio"/> Jane Doe	
<input type="radio"/> Dr. Goodman	
<input checked="" type="radio"/> None of the above	

Link this login ID to your name from the contact list displayed on the screen.

Click [Next >>](#) .

## Step 6:

[Login Page](#)

**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.**

Click on the option to view your child's information.