

# PARENT PORTAL WORKSHOP

Creating an Aeries Parent Portal  
Account

Soledad Unified School District

Step 1:  
Go to District Website:  
[www.soledadusd.org](http://www.soledadusd.org)

Click *PARENTS* and a drop down menu will appear. Select *PARENT PORTAL*

The screenshot shows a web browser window with the URL [www.soledadusd.org](http://www.soledadusd.org) in the address bar. The website header features a navigation menu with the following items: HOME, COMMUNITY, OUR DISTRICT, PARENTS, STUDENTS, SCHOOLS, and FACEBOOK. The 'PARENTS' menu is expanded, showing a dropdown list with the following options: 2014-15 ACADEMIC CALENDAR, DISTRICT EVENT CALENDAR, PARENT PORTAL, and PARENT PORTAL HELP. A blue arrow points to the 'PARENT PORTAL' option. The main content area includes the Soledad Unified School District logo, contact information (Address: 1261 Metz Road, Soledad, CA 93960; Phone: 831-678-3987; Fax: 831-678-2866), a 'QUICK LINKS' section with items like 'Lease-Lease Back for MSMS' and 'LCAP Goals', a 'WEEKLY UPDATES' section with a photo of school board members, and a 'TWEETS FROM SUPERINTENDENT' section with two tweets from @SoledadSupt. The right sidebar contains a search bar, a language selection dropdown, and a 'TWEETS FROM SUPERINTENDENT' section. The desktop background is visible on the right, showing icons for Google Earth and Network Recording Player.

Step 2:

Click on the *Create New Account* at the bottom of the login window.

The screenshot displays a web browser window with the address bar showing `aeries.soledadusd.org/aeries.net/parent`. The page title is "Soledad Unified School District". The main content is the "Aeries SIS Portals" login interface. It includes a language dropdown set to "English", a logo for "Aeries SIS Portals", and two input fields: "Email" and "Password". Below these fields is an orange "LOGIN" button. Underneath the button are two links: "Forgot Password?" and "Create New Account". A large blue arrow points from the left towards the "Create New Account" link. The footer of the page contains the text "© 2015 Eagle Software v7.15.10.23". The desktop environment on the right side of the screenshot shows a dark red background with several icons: a document icon labeled "Course Applic...-3.docx", the Google Earth icon, a PDF icon labeled "Teacher Extensi...16.pdf", and the Network Recording Player icon.

Step 2:

To change language to Spanish click *English* and a drop down menu will appear.

The screenshot displays the Aeries SIS Portals login interface. At the top, the browser address bar shows the URL `aeries.soledadusd.org/aeries.net/parent`. The page title is "Soledad Unified School District". The main content area features the "Aeries SIS Portals" logo, a language dropdown menu set to "English" (indicated by a blue arrow), and a login form with "Email" and "Password" input fields, a "LOGIN" button, and links for "Forgot Password?" and "Create New Account". The footer contains the copyright information: "© 2015 Eagle Software v7.15.10.23". The desktop environment on the right includes icons for "Course Applic...-3.docx", "Google Earth", "Teacher Extensi...16.pdf", and "Network Recording Player".

Step 2:

Click the upper right of the page and select *Espanol*

The screenshot shows a web browser window displaying the Aeries Parent Portal login page. The page title is "Soledad Unified School District". The main content area features the Aeries Portals logo, a language selection dropdown menu, and login fields for "Email" and "Password". The language dropdown menu is open, showing options: English (checked), Espanol (highlighted), Việt, 中文, 한국어, and العربية. Below the login fields is an orange "LOGIN" button. At the bottom of the login area are links for "Forgot Password?" and "Create New Account". The footer of the page reads "© 2015 Eagle Software v7.15.10.23". The browser's address bar shows "aeries.soledadusd.org/aeries.net/parent". The desktop background is dark red with icons for "Course Applic...-3.docx", "Google Earth", "Teacher Extensi...16.pdf", and "Network Recording Player".

Step 2:  
Click *Crear una nueva cuenta*

Soledad Unified School District

Español

**Aeries**® **SIS**  
Portals

Correo electrónico

Contraseña

**ENTRADA AL SISTEMA**

[¿Olvidó su contraseña?](#)

[Crear una nueva cuenta](#)

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Course Applic...-3.docx

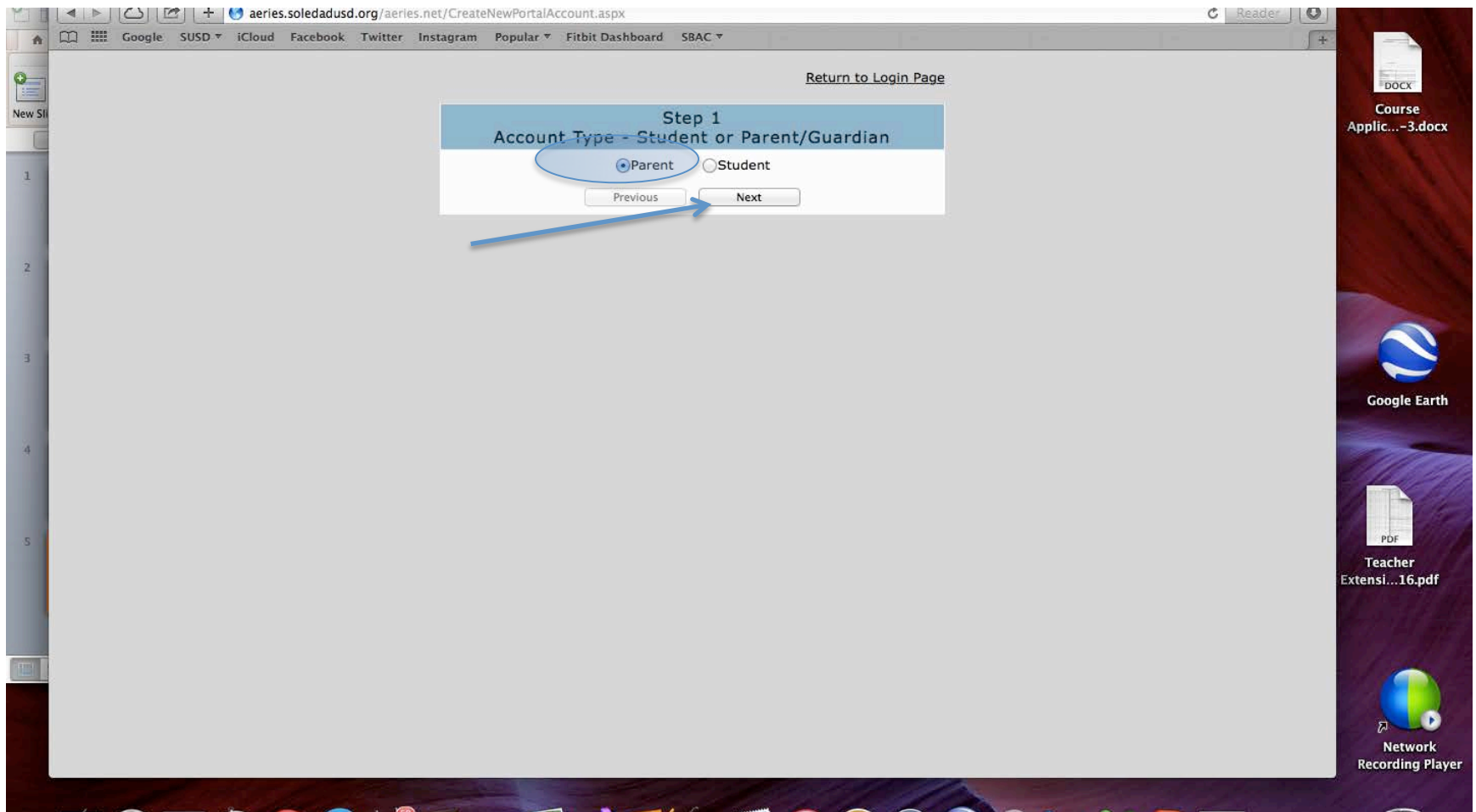
Google Earth

Teacher Extensi...16.pdf

Network Recording Player

Step 3:

Identify yourself as *Parent* and then click *Next*





## Step 4

Enter a valid *Email Address* and re-type to verify it. Then create a password and re-type it (all passwords are encrypted; if you forget it later, you can use the 'Forget your password?' link in the portal login window). Click *Next*

The screenshot shows a web browser window with the URL `aeries.soledadusd.org/aeries.net/CreateNewPortalAccount.aspx`. The browser's address bar and tabs are visible at the top. The main content area displays a form titled "Step 2 Account Information" with a "Return to Login Page" link at the top right. The form asks the user to "Please Enter The Following Information About Yourself" and contains four input fields: "Email Address:", "Verify Email Address:", "Password:", and "ReType Password:". Below these fields, a red-bordered box contains the following text: "A verification email will be sent to your email address from: **parentportal@soledadusd.org**. Before continuing, Please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email." At the bottom of the form are two buttons: "Previous" and "Next". The desktop background on the right side of the screenshot is dark red and purple, with icons for "Course Applic...-3.docx", "Google Earth", "Teacher Extensi...16.pdf", and "Network Recording Player".



Step 4  
Example

Return to Login Page

### Step 2 Account Information

Please Enter The Following Information About Yourself

Email Address:

Verify Email Address:

Password:

ReType Password:

A verification email will be sent to your email address from:  
**parentportal@soledadusd.org**  
Before continuing, Please add this email address to your "contacts" or  
"safe senders" list to ensure you receive this email.

Course Applic...-3.docx

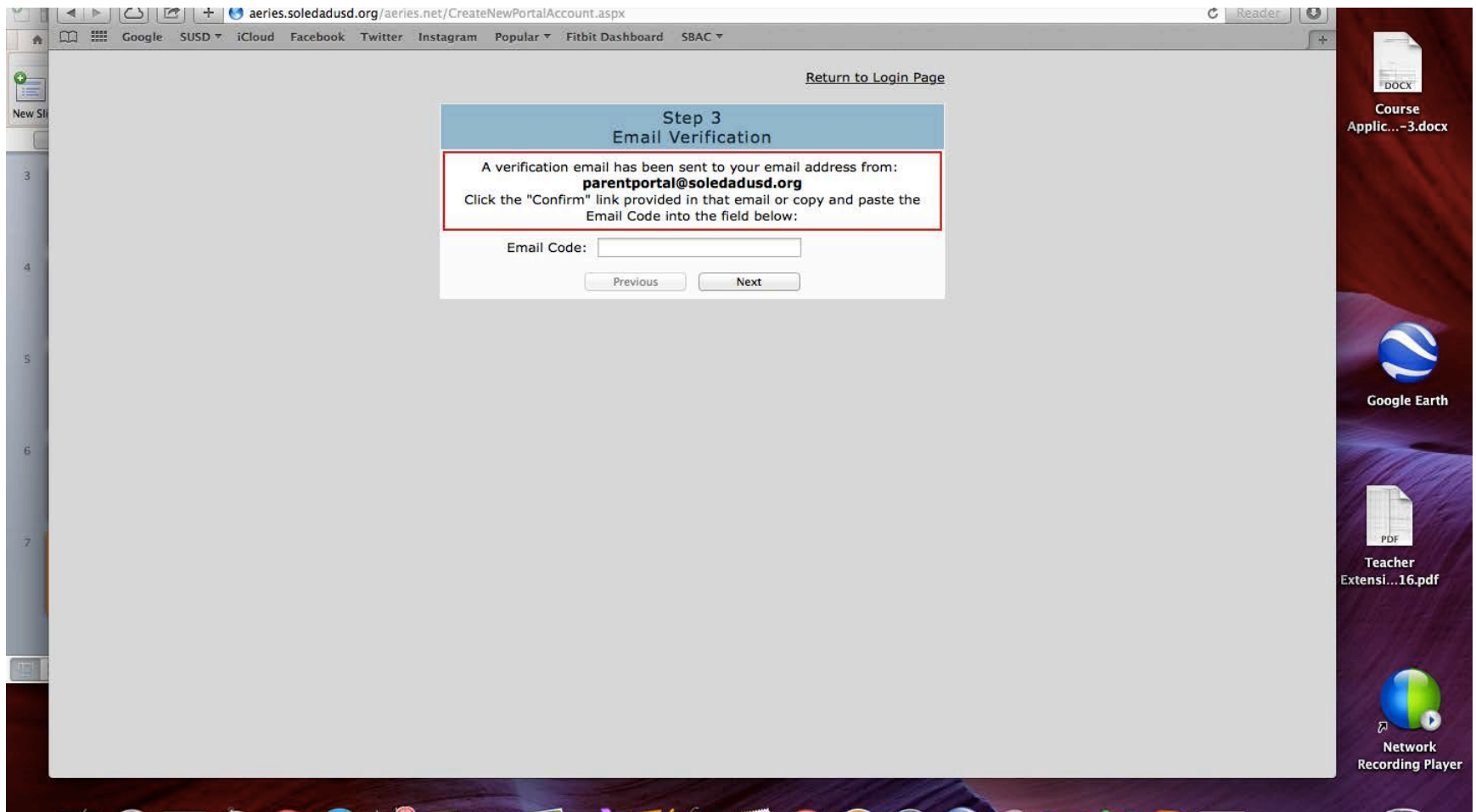
Google Earth

Teacher Extensi...16.pdf

Network Recording Player

## Step 5:

Email Verification notifies you that an automatic email message has been sent to the email address you entered in Step 4.



The screenshot shows a web browser window with the address bar displaying `aeries.soledadusd.org/aeries.net/CreateNewPortalAccount.aspx`. The browser's address bar also shows several search engines: Google, SUSU, iCloud, Facebook, Twitter, Instagram, Popular, Fitbit Dashboard, and SBAC. The page content includes a link for [Return to Login Page](#) at the top right. The main heading is **Step 3 Email Verification**. Below the heading, a red-bordered box contains the following text: "A verification email has been sent to your email address from: **parentportal@soledadusd.org**. Click the 'Confirm' link provided in that email or copy and paste the Email Code into the field below:". Below this text is an input field labeled "Email Code:" and two buttons: "Previous" and "Next". The desktop background is a dark red and purple abstract image. On the right side of the desktop, there are several icons: a document icon labeled "Course Applic...-3.docx", a Google Earth icon, a PDF icon labeled "Teacher Extensi...16.pdf", and a Network Recording Player icon. The taskbar at the bottom shows several application icons.



Now it's time to check your email

DOCX  
Course  
Applic...-3.docx

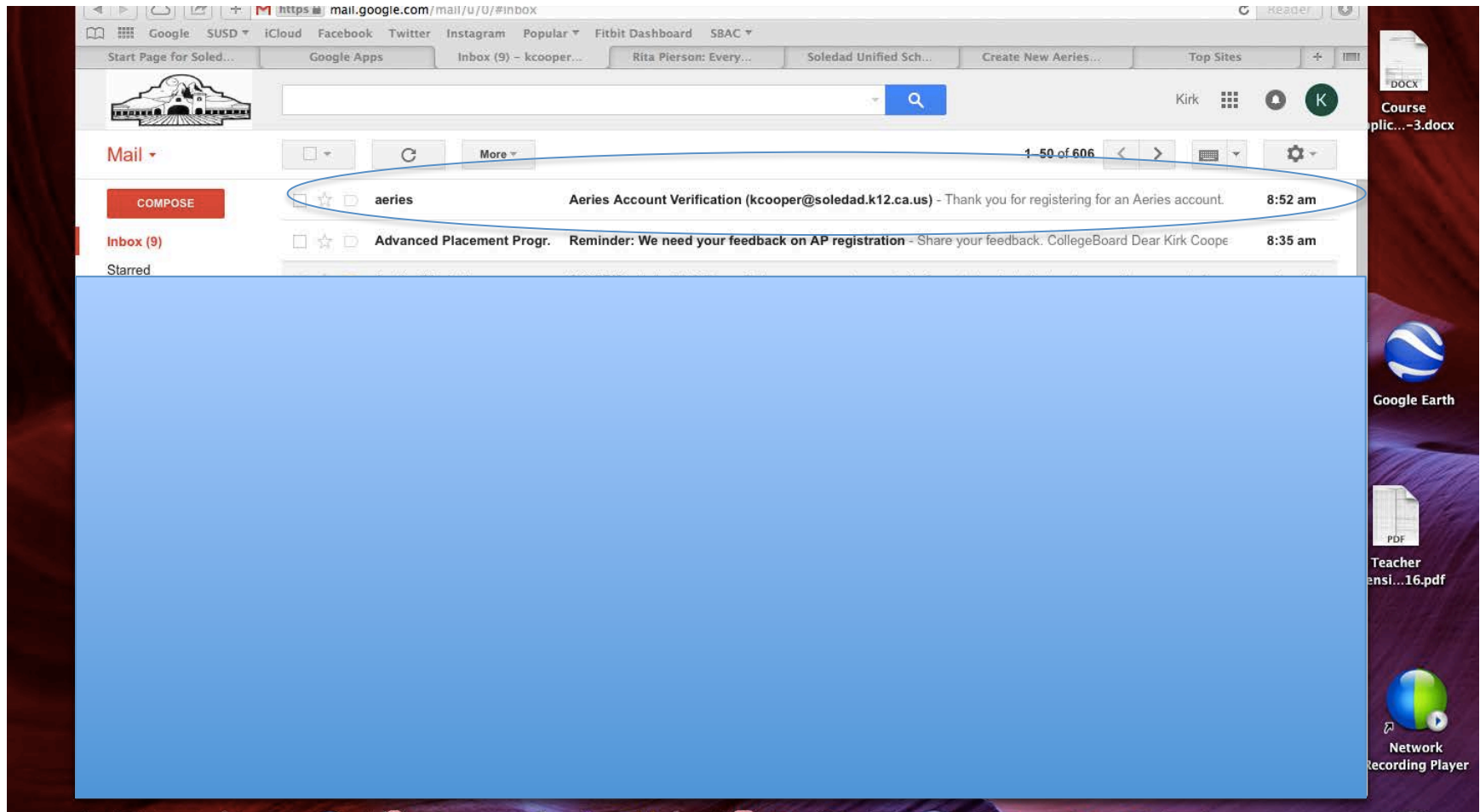
Google Earth

PDF  
Teacher  
Extensi...16.pdf

Google Earth  
Parent Portal  
Workshops

Network  
Recording Player

Step 6:  
Check your valid email address for Aeries Account Verification



Step 7: Email should look like this.  
Click link *Confirm This Email Address*

The screenshot shows a Gmail interface with the following elements:

- Browser Address Bar:** <https://mail.google.com/mail/u/0/#inbox/1511b82f71eaca16>
- Page Title:** Aeries Account Verification [redacted]@soledad.k12.ca.us
- Sender:** aeries@soledad.k12.ca.us
- Time:** 8:52 AM (33 minutes ago)
- Body Text:**

Thank you for registering for an Aeries 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 This Email Address](#)

[Reject This 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://aeries.soledadusd.org/aeries.net/ConfirmEmail.aspx>

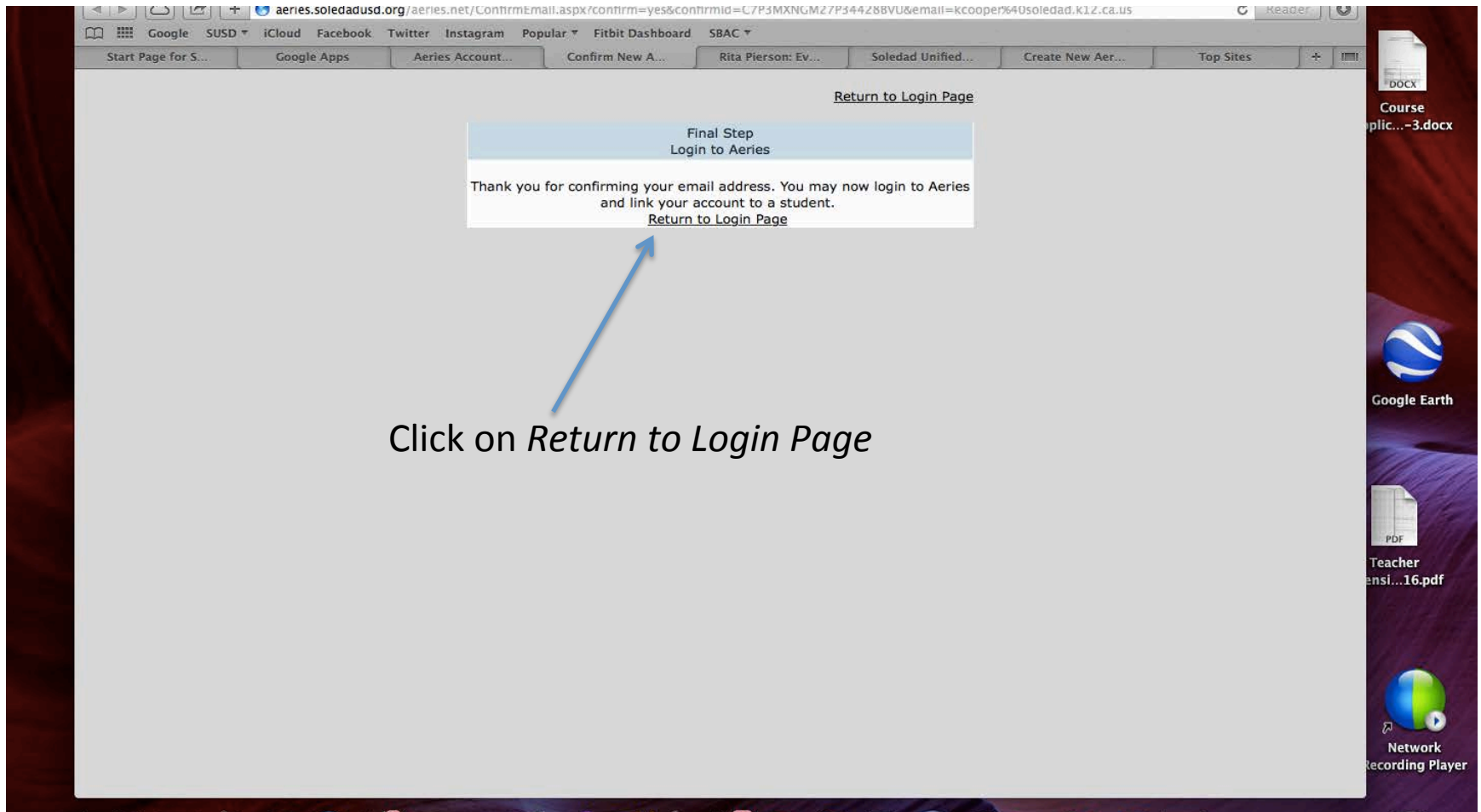
You will then be prompted for the following information which you can copy and paste into the page:  
Email Address: [redacted]  
Email Code: C7P3MXNGM27P34428BVU
- Footer:** Using 0.23 GB Manage, Program Policies, Powered by Google, Last account activity: 8 minutes ago Details

A blue arrow points from the text "Click on *Confirm This Email Address*" to the link [Confirm This Email Address](#) in the email body.

Step 9:

After confirming email address, you will be taken to this page.

Click on Return to Login Page



Step 10:  
Enter *Email Address* and *Password*  
then click *Login*

The screenshot displays the login interface for the Aeries SIS Portals. At the top, the browser address bar shows the URL `aeries.soledadusd.org/aeries.net/parent`. The page header includes the text "Soledad Unified School District" and a language selector set to "English". The main content area features the "Aeries SIS Portals" logo. Below the logo are two input fields: "Email" and "Password". A large blue arrow points to the "Email" field, and another large blue arrow points to the "Password" field. Below these fields is a prominent orange "LOGIN" button. Underneath the login button are two links: "Forgot Password?" and "Create New Account". The footer of the page contains the copyright information: "© 2015 Eagle Software v7.15.10.23". The desktop environment on the right side of the screenshot includes icons for "Course Applic...-3.docx", "Google Earth", "Teacher Extensi...16.pdf", and "Network Recording Player".



Step 11:

1. Type in Students Permanent ID Number that is listed on Parent Portal Letter
2. Type in Student Primary telephone listed on Parent Portal Letter (if it is not the number listed on Parent Portal Letter then you will not be able login)
3. Type in Verification Pass Code (same number listed on Parent Portal Letter)

2015-2016 **Soledad Unified School District**

Home [Change Student](#) [Options](#) [Logout](#)

**Step 1  
Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Must be the student number listed on parent portal letter.  
Student ID: xxxxxxxx

Must be primary Telephone number listed in Parent Portal Letter. If it is not this number then you will not be allowed to login.  
Primary Telephone:  
(xxx)xxx-xxxx

Type in Verification Pass Code that is listed on parent portal letter.  
Verification Pass Code:  
XXXXXXXXXXXXXX

Aeries.net Portal Version 7.15.10.23 Copyright © 2015 Eagle Software. All Rights Reserved.

Step 12:  
Emergency Contact Verification  
Click on *Next*

The screenshot shows a web browser window displaying the Aeries.net portal for Soledad Unified School District. The page is titled "Step 2 Emergency Contact Verification". It features a header with the school district logo and name, and navigation links for "Home", "Change Student", "Options", and "Logout". The main content area contains a form with the following text:

Your account is now linked to

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
<input type="text"/>	Mother
<input type="text"/>	Father
<input type="text"/>	Aunt
<input type="text"/>	Other Relationship
<input type="text"/>	Other Relationship
<input type="text"/>	Grandmother

At the bottom of the form, there are two buttons: "Previous" and "Next". A blue arrow points to the "Next" button.

Footer text: Aeries.net Portal Version 7.15.10.23 Copyright © 2015 Eagle Software. All Rights Reserved.

Desktop icons on the right side of the screen include: Course Applic...-3.docx, Google Earth, Teacher Extensi...16.pdf, and Network Recording Player.

Step 13:

If you would like to add another son or daughter that is attending school in the Soledad Unified School District you will need the same information. The verification pass code will be different for each student(s). Please refer to the parent portal letter you received from your child's school.

The screenshot shows a web browser window with the URL [aeries.soledadusd.org/aeries.net/AddNewStudentToParent.aspx](http://aeries.soledadusd.org/aeries.net/AddNewStudentToParent.aspx). The page header includes the Soledad Unified School District logo and the text "2015-2016 Soledad Unified School District". Below the header is a navigation menu with tabs: Home, Student Info, Attendance, Grades, Test Scores, Programs, Change Student, Options, and Logout. A central message box displays "Step 3 Process Complete" and "Your account is now linked to [redacted]", with a button labeled "Add Another Student to Your Account". Blue arrows point from the text below to the Student Info, Attendance, Grades, Test Scores, and Programs tabs. The desktop background is a red and purple abstract image with icons for Google Earth, a PDF file named "Teacher Extensi...16.pdf", and a Network Recording Player. The footer of the browser window shows "Aeries.net Portal Version 7.15.10.23" and "Copyright © 2015 Eagle Software. All Rights Reserved."

At this point you can access your students Aeries information. Just click on any of the tabs to view your students information.

Examples of the types of information you can view.

**2015-2016 Soledad High School**

Home Student Info Attendance Grades Test Scores Programs Change Student

### Student Profile

StuNum	Last Name	First Name	Middle Name	Perm ID Num	State Stu ID	Sex	Grd	Age	Birthdate	Prog	Track	Status	CorrLng	HmLng	
												Active	English	English	
				User1	User2	User3	User4	User5	User6	User7	User8	User9	User10	User11	User12
								X					AW		

Parent/Guardian Primary Phone Father's Work Mother's Work Parent Email Resi

### Attendance Summary

Code	Description	All	0	1	2	3	4	5	6	7	8	9
A	Unverified	0		1	2	2				1		
E	Exc Tardy	0	1			2						
I	Illness	3	3	3	3	4	2	2	3	3		
T	Tardy	0	1									
_*TOTALS*_												
	EXCUSED	3	0	3	3	3	4	2	2	3	3	0
	UNEXCUSED	0	0	0	1	2	2	0	0	1	0	0

### Gradebook Summary

Name	Per	Teacher	% Avg	Mark	Trend	Missing Assignment	Past 5 Day's Att	Last Updated		
							M	T	W	T
Eng Lang&CompAP - Fall	1	Amundson	90		A-	2	- - - - -	Nov 18		
Computer Sci - Year	4	Glazerman	94		A	0	- I - - - -	Nov 18		
APUSH - Quarter 2	5	Adams	87		B+	0	- - - - -	Nov 06		
Physics - Year	6	Sullivan	89		B+	2	- - - - -	Nov 13		

- Nominal change   
 - Predicted increase of 1% or more   
 - Predicted decrease of 1% or more  
[Help Me Understand the Trend](#)

Show credit details on screen

### Most Recent Tests

Test	Score
CAHSEE	
Math	0
English Language Arts	0
CST	
Eng/Lang Arts Total	0
Science	0
History	0
Algebra I	0

### Graduation Status

Google Earth Parent Portal Workshops Network Recording Player



Examples of type of information you can view.

The screenshot displays the Aeries Student Profile page for Soledad High School (2015-2016). The page is accessed via a browser at aeries.net/StudentProfile.aspx. The navigation menu includes Home, Student Info, Attendance, Grades, Test Scores, Programs, and Change Student.

**Attendance History**

StuNum	Last Name	First Name	Middle Name	Perm ID Num	State Stu ID	Sex	Grd	Age	Birthdate	Prog	Track	Status	CorrLng	HmLng
	Ethnicity	Race	User1	User2	User3	User4	User5	User6	User7	User8	User9	User10	User11	User12
	Y	White						X					AW	
	Parent/Guardian	Primary Phone	Father's Work	Mother's Work	Parent Email	Resi								

**Attendance Summary**

Code	Description	All	0	1	2	3	4	5	6	7	8	9
A	Unverified	0		1	2					1		
E	Exc Tardy	0	1			2						
I	Illness	3	3	3	3	4	2	2	3	3		
T	Tardy	0	1									
_*TOTALS*_												
	EXCUSED	3	0	3	3	3	4	2	2	3	3	0
	UNEXCUSED	0	0	0	1	2	2	0	0	1	0	0

**Gradebook Summary**

Name	Per Teacher	% Avg	Mark	Current Trend	Missing Assignment	Past 5 Day's Att	Last Updated
Eng Lang&CompAP - Fall	1 Amundson	90		A-	2	- - - - -	Nov 18
Computer Sci - Year	4 Glazerman	94		A	0	- I - - - -	Nov 18
APUSH - Quarter 2	5 Adams	87		B+	0	- - - - -	Nov 06
Physics - Year	6 Sullivan	89		B+	2	- - - - -	Nov 13

**Most Recent Tests**

Test	Score
CAHSEE	
Math	0
English Language Arts	0
CST	
Eng/Lang Arts Total	0
Science	0
History	0
Algebra I	0

**Graduation Status**

Legend: - Nominal change, - Predicted increase of 1% or more, - Predicted decrease of 1% or more

Help Me Understand the Trend

Show credit details on screen

Examples of type of information you can view.

Browser: aeries.soledadusd.org/aeries.net/Attendance.aspx#25

Navigation: Google, SUSD, iCloud, Facebook, Twitter, Instagram, Popular, Fitbit Dashboard, SBAC

Attendance Summary:

Date	A	0	1	2	3	4	5	6	7	8	9
08/17	----										
08/24	----										
08/31	----										
09/07	HOLIDAY										
09/14	----										
09/21	----										
09/28	E----										
10/05	STAFF DEV										
10/12	----										
10/19	--AA										
10/26	----										
11/02	----										

Print | Print Attendance Notes | Refresh Totals

Days Enrolled: **66**    Days Present: **63 (95.4%)**  
 Days Excused: **3**    Days Unexcused: **0**  
 Days Tardy: **0**    Days Truant: **0**  
 Days Suspended: **0**

Code	Description	All	0	1	2	3	4	5	6	7	8	9
A	Unverified	0		1	2	2				1		
E	Exc Tardy	0	1				2					
I	Illness	3	3	3	3	4	2	2	3	3		
T	Tardy	0	1									
*TOTALS*												
EXCUSED		3	0	3	3	3	4	2	2	3	3	0
UNEXCUSED		0	0	0	1	2	2	0	0	1	0	0

Current Attendance Enrollment

Date	Ent/Lv	Grd	Prg	Trk	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence
8/17/2015	E	11				0					

Desktop Icons: Course Applic...-3.docx, Google Earth, Teacher Extensi...16.pdf, Network Recording Player