

Directions for Creating Student Accounts in the Parent Portal

Requisite information prior to creating an account:

- Student Legal Name Listed in Aeries
- Student Permanent ID Number: (aka. The long number)
- Student School ID Number (aka the short number)
- Student Home Phone Number listed in Aeries
- Student VPC Code for creating an Aeries Account

Where to get this information for your student.

- Student School/Permanent ID -> Aeries ABI Student Tab
(located next to the attendance tab)
- Student phone number/VPC Code -> School Registrar.
The Registrar can run mailing label size masters that include all this information by teacher, by period.

Go to your district Groupwise account

Go back to www.pasoschools.org
and select MyPRPS

Select email link



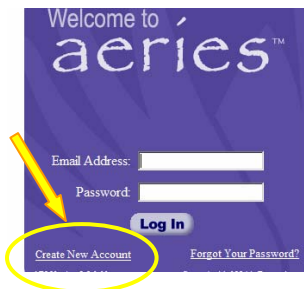
At the Groupwise login screen login using the same credentials as your Novell login.

UserName: Last name Permanent ID number (no spaces, all lower case)
Password: School number First name (no spaces, first initial CAPITALIZED)

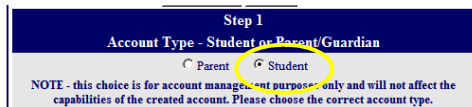


Once logged into Gropwise, open another Internet Explorer tab and login go the main district web page at www.pasoschools.org

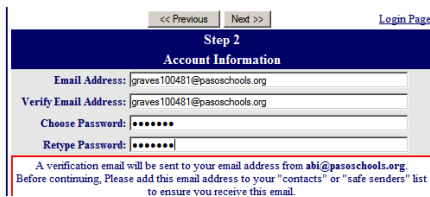
Request an Account
Using Internet Explorer
6.0 or greater, go to
www.pasoschools.org
and select “Aeries
Parent Portal Link”



Select “**CREATE NEW ACCOUNT**” located on the bottom left of the screen.



Select “Student” and hit the “NEXT” button

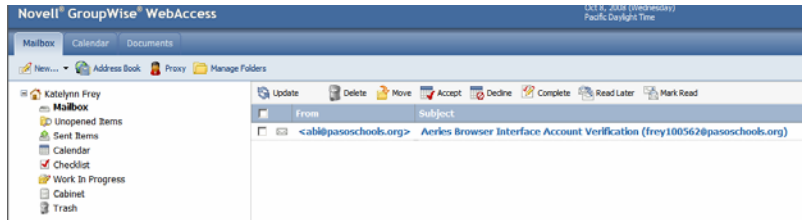


Enter student Groupwise email address <lastname, permanent ID number >@ pasoschools.org. There are no spaces and all lower case.

Select a passphrase that is hard to forget (eg. Paso Robles Public Schools = pasoroblespublicschools)
Select NEXT

After selecting NEXT, go to the Groupwise email window and wait for the confirmation email.

Select the ABI Verification Email

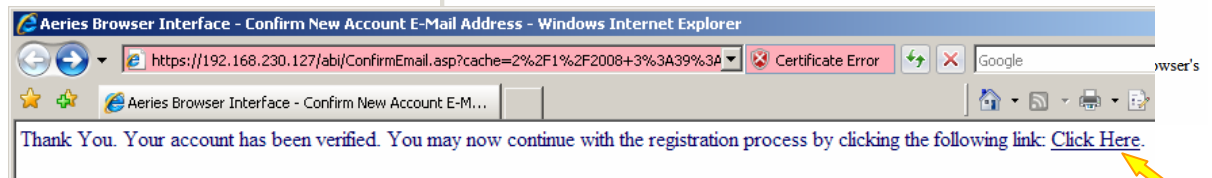


Select "Confirm Current Email address"

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested to 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](#)



After confirming the email address, your browser will ask you to continue

Enter student Permanent ID, Home Phone (no spaces, include area code) and the Verification Code (case sensitive).

A screenshot of a web form titled 'Step 4 Student Verification'. The form asks for the following information: 'Student Permanent ID Number: 300217', 'Student Home Telephone Number: 805123456', and 'Verification Code: T09I82JIUW'. There are 'Next >>' and 'Login Page' links at the top.

Once verified, login to the Aeries Parent Portal using the Paso Schools student Groupwise email address and the passphrase selected at the account creation step.

A screenshot of the Aeries login page. It features the 'Welcome to aeries' logo at the top. Below the logo are two input fields: 'Email Address: smith300816@pasoschools.org' and 'Password: [masked with dots]'. A blue 'Log In' button is positioned below the password field. At the bottom, there are links for 'Create New Account' and 'Forgot Your Password?'. The footer text reads 'ABI Version 3.8.1.11' and 'Secured with 128-bit Encryption'.

Once logged in, student can change the passphrase or email address using the links at the top of the page (green circle).

To access grades, click the Grades tab (yellow circle).

