

## .NET Portal Account Setup – (Parents)

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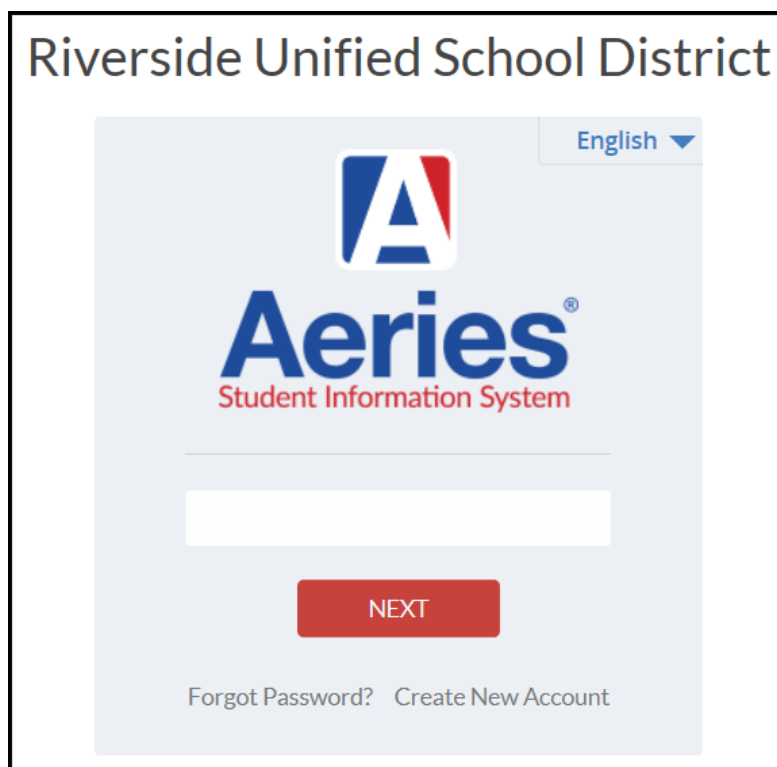
- The following are step by step procedures to create a .NET Portal Parent account to access your child's grades, attendance, schedules, assignments, teacher information and more.

**Parents must have the following 4 information items to create an account and associate that account with their student or students.**

1. Child's student **permanent ID number**.
2. **School verification code**.
3. Parents must know the **primary telephone number on record with their child's school**.
4. Parents must have an **email address** that will be used in creating the Parent Portal account.

**To create your account:**

Open your web browser and go to <https://aeriesportal.rusd.k12.ca.us/LoginParent.aspx> Click the 'Create New Account' link in the bottom of the screen.





- **Step 1** of the sign up process brings up the account type option. Choose the **'Parent'** account Option as shown below and click the **Next** button.

- **Students** – If you are a student following this document, you will need to choose the **'Student'** radio button.

Step 1  
Account Type - Student or Parent/Guardian

Parent     Student

Previous    Next

- In **Step 2**, you will create your account using your personal email address. Enter **your email address** in the **Email Address** and **Verify Email Address** fields. For illustration we have used a fictitious email address. Enter a password in the **Choose Password** field and retype the same password in the **Retype Password** field. Choose something you can easily remember but is not easy for someone else to guess. Then click the **Next** button.

**NOTE:** Passwords can be changed via a link on the Parent Portal home page after the registration process is complete.

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

Previous    Next



- In **Step 3** you must verify the email address you entered on the previous screen. When you see the screen below an email has been sent to the email address that you specified on the previous screen. The registration process has been halted until you open your email and confirm your email address.

**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN THE EMAIL YOU RECEIVE IN ORDER TO CONTINUE CREATING YOUR PARENT PORTAL ACCOUNT.**

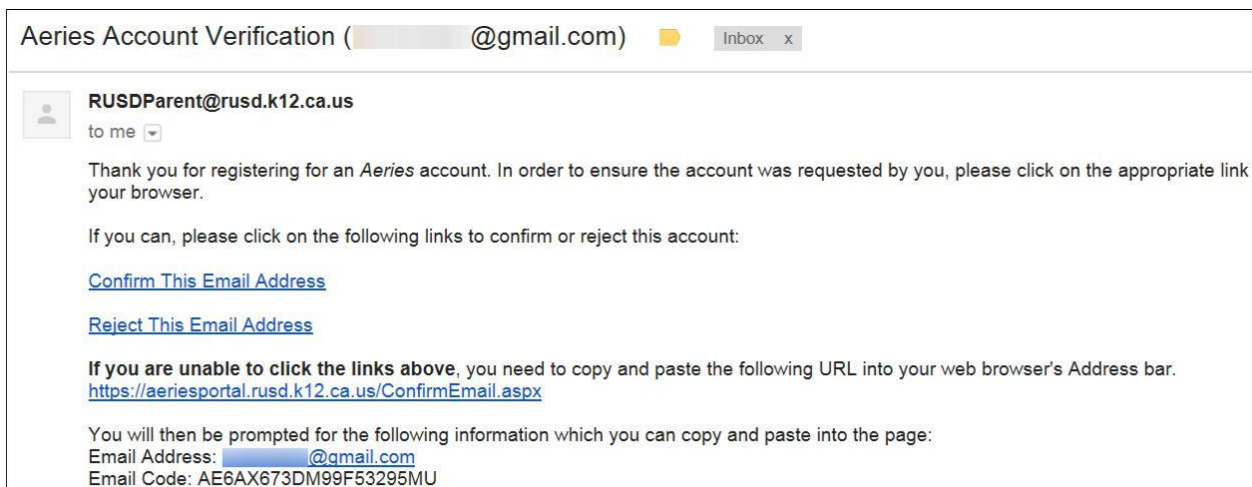
### Step 3 Email Verification

A verification email has been sent to your email address from:  
**RUSDParent@rusd.k12.ca.us**  
Click the "Confirm" link provided in that email or copy and paste the  
Email Code into the field below:

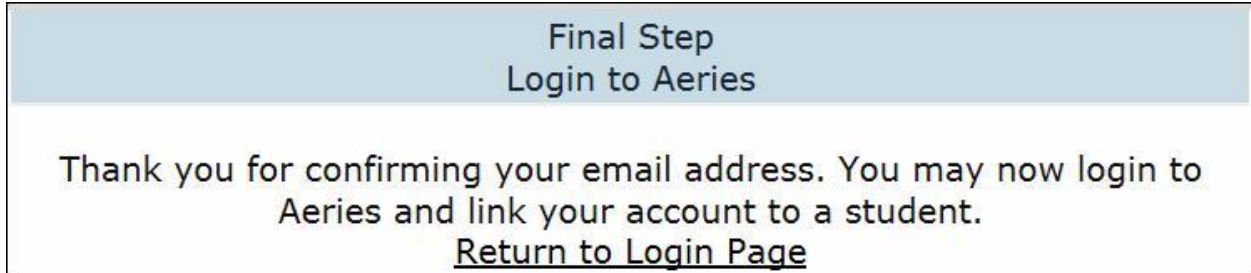
Email Code:

PreviousNext

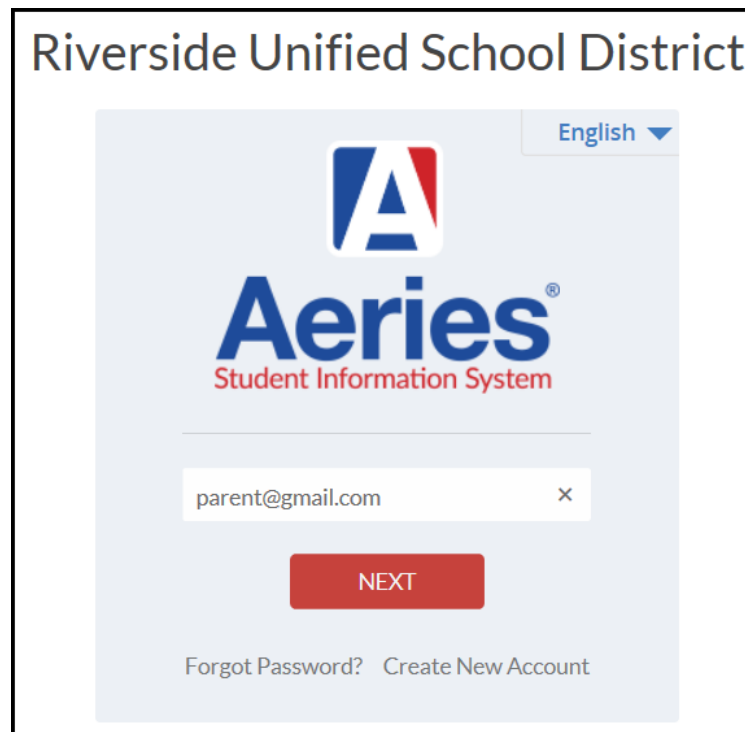
- Example of verification email; you will need to open this email to continue with the registration process, and click on '**Confirm this Email Address**' link:



- A window will appear once you confirm your email address like the one illustrated below. To continue the registration process click on the '**Return to Login Page**' link in the message.



- Now you can enter the logon Information that was supplied in Step 2





- You will then need to enter the 3 data elements in order to link your account to the desired student. The 3 data elements are **StudentID**, **Telephone** (as it appears in Aeries), and the **VPC code** that is available from the school site. Then click **Next**.

### Step 1 Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

- In the next step, choose your Relationship status, then click **Next**.

### Step 2 Emergency Contact Verification

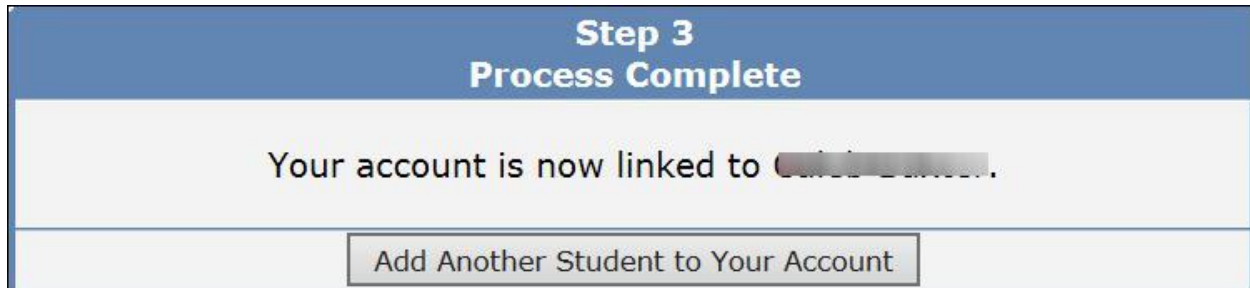
Your account is now linked to [REDACTED].

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

Name	Relationship
[REDACTED]	Mother
[REDACTED]	Father
[REDACTED]	Brother
[REDACTED]	Sister
None of the above	



- You should then get a confirmation dialog box verifying that your account has been setup properly to the correct.



- You can click on '**Add Another Student to Your Account**' to add another student, or you can **click on the Home menu** to view information on the current student that your Parent Portal Account is now configured to see.