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.

This same procedure can be used by Students to setup their .NET Portal student account.

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/ and click the ‘Create New Account’ link in the bottom of the screen. Note:
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.

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.
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.

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:

- RUSDParent@rusd.k12.ca.us
- Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:

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Email Code: __________________________
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- Aeries Account Verification (example@gmail.com)

- RUSDParent@rusd.k12.ca.us

Thank you for registering for an Aeries account. In order to ensure the account was requested by you, please click on the appropriate link 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:

https://aeriesportal.risd.k12.ca.us/ConfirmEmail.aspx

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

- Email Address: __________________________
- Email Code: __________________________
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**.

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