## To Create an Account on the Parent Portal:

- 1. Go to http://parents.luhsd.net
- 2. When you get to the Aeries welcome screen, click on Create New Account in the lower left Corner of the box.



3. Once you are there, it will ask you to create a Parent or Student Account. Both accounts show the same information, so choose Parent if the parent or guardian of a student. Click Next

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Ste	ер <b>1</b>			
Account Type - Student or Parent/Guardian				
Parent	O 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.				

4. Enter your email address and choose a password that will be difficult for others to guess, but easy for you to remember. Add <u>abi@luhsd.net</u> to your trusted contacts before you continue to avoid the verification email landing in your spam folder. Then click Next.

<< Previous Next >>	Login Page
Step 2	
Account Information	
Email Address:	
Verify Email Address:	
Choose Password:	
Retype Password:	
A verification email will be sent to your email address from <b>a</b> Before continuing, Please add this email address to your "cor senders" list to ensure you receive this email.	ntacts" or "safe

**\*\***At this point, if your email matches our files exactly, it may end the process here. If that is true for you, simply go to <u>http://parents.luhsd.net</u> and enter the email and password you just created and you will be able to access information.\*\*

5. A notification that an email has been sent will appear. You must verify your account through your email before it will allow you to move forward.

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Step 3		
You must now confirm your email address before continuing		
An email has been sent to your email address. Please open your email and follow the instructions You must do this before continuing this process.		

6. The verification email looks like this:

B Mail From: <abi@luhsd.net></abi@luhsd.net>	
File Edit View Actions Tools Window Help	
🕱 Close 🥪 Reply 🔹 🖓 Forward 🔹 🍘 🔹 😂 🍋 🔚 🖬 👓 🧤 🦃 📰 📰	
Mail Properties Personalize Message Source	
From: <abi@uhsd.net></abi@uhsd.net>	9/9/2010 11:3
To: Kroner, Gina	
Subject: Aeries Browser Interface Account Verification ( <u>kronerg@libertyuhsd.k12.ca.us</u> )	
Thank you for registering for an Aeries Browser Interface account. In order to ensure the account was requested by you, please click on 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	the appropriate link
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://parents.libertyuhsd.k12.ca.us/parns/ConfirmEmail.asp	
You will then be prompted for the following information which you can copy and paste into the page: Email Address: kronerg@libertyuhsd.k12.ca.us Email Code: 4G5P2UP4Y4NEF43B4EUQ	

Follow the directions in the email to verify your account.

7. Upon successful completion of verification, you will need to click on the link it provides:

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link Click Here.

- 8. Now, you will enter the three pieces of information you have to attach your account to your child.
  - a. Student ID number (this can be found on their school ID, report cards, transcripts, walkthrough documentation, etc.)

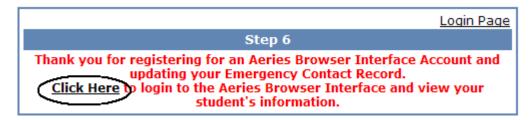
- b. Home Telephone number (the one you provided for school records)
- c. The Verification Code (this is different than the verification code listed in your email confirmation). It is a 10 Alpha-Numeric code.

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Step 4		
Student Verification		
Please Enter The Following Information About Your Student		
Student Permanent ID Number:		
Student Home Telephone Number:		
Verification Code:		

9. Choose your name from the list of contacts on the last screen (student info hidden to protect the student's identity)



10. Click on the link provided to get started!



If you have difficulty with this process, please email Gina Kroner: kronerg@luhsd.net