
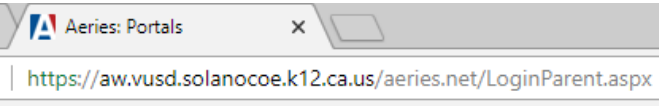
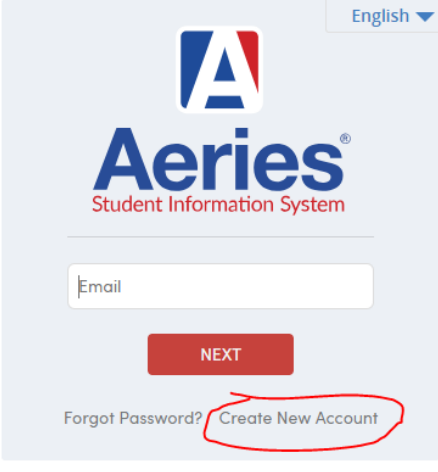



Vacaville Unified School District
Creating a Parent Portal Account

To create a parent account on the VUSD Aeries Portal website, you will need an email address and the student verification information on the "Parent Portal" letter of your student. To request this letter, please contact the [school](#) your child attends.

Follow the steps below to create your account.

Steps to Create a New Parent Account	
1	Begin by opening a web browser, such as Google Chrome, Firefox, Safari, or Internet Explorer. 
2	Go to the VUSD Aeries Portal website at: https://aw.vusd.solanocoe.k12.ca.us/aeries.net/LoginParent.aspx Parent Portal Help Information is also available at: http://vusd-ca.schoolloop.com/parentportalinfo 
3	At the login screen, click "Create New Account". 
4	Select the "Parent" option then click "Next". 

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Creating a Parent Portal Account

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Enter and verify your email address.
 Enter and verify a password of your choice.
NOTE: Passwords should have at least 8 characters and a combination of letters and numbers.
 When done, click **“Next”**.

Please Note

If you receive the following message **“The email address [your email] is already assigned to an active account.”** then you may have an Aeries Portal account already registered to your email address. If you have forgotten your password, please use the **“Forgot Password?”** link on the login page and follow the instructions.

If you did not receive the error message above, please continue to the next step.

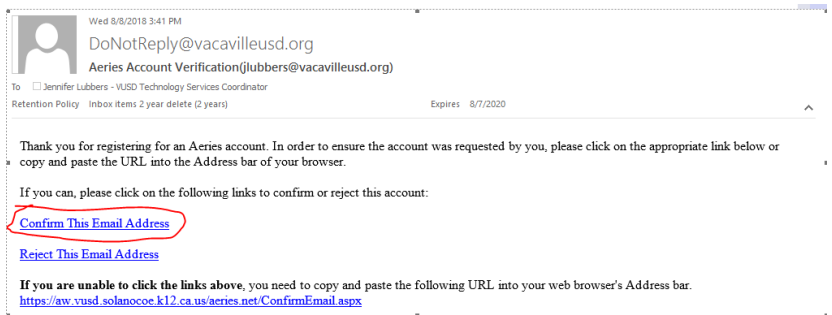
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If your account is new, you will see the message **“A verification email has been sent to your email address from “DoNotReply@vacavilleusd.org..”**
 Please **close this page** and open your email account.

note: please close this page and open your email account

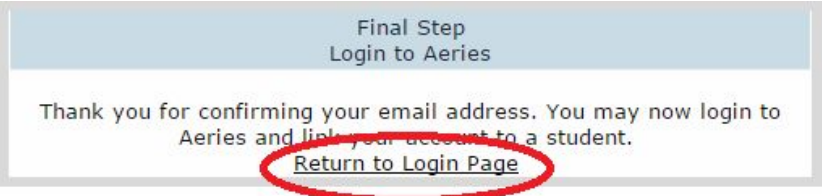


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Check your email account for an email named **“Aeries Account Verification”** and click the **“Confirm This Email Address”** link within the email.
NOTE: Please check you Spam folder if the confirmation email does not appear in your email Inbox.



example confirmation email

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8	<p>After confirming your email address, return to the Aeries Portal login page by clicking the “Return to Login Page” link.</p>	
9	<p>Next, log in to Aeries Portal with the email address and password you chose for your account.</p>	 <p style="text-align: center;"><i>login example</i></p>
10	<p>After logging in to your new Aeries Portal account, enter the following information from your student’s “Parent Portal” letter (you may request this letter from your child’s school):</p> <ul style="list-style-type: none"> ● Student Permanent ID Number ● Student Home Telephone Number ● Verification Code <p>When done, click “Next”.</p>	 <p style="text-align: center;"><i>student verification example</i></p>

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11 After entering your student's verification information, you should see the message "Your account is now linked to *student's name*."

Please select *your* name if it appears below this message, otherwise select "None of the above".

When done, click "**Next**".

Name	Relationship
Christa Brown	Parent
Michael, Dad	Uncle
None of the above	

12 Finally, you should see the messages "Process Complete" and "Your account is now linked to *student's name*."

You may now use your account to view your student's information.

To add an additional student to your account, login to your Aeries Portal account, select "Change Student" in the upper left, then select "Add New Student to Your Account" and follow the instructions. *NOTE: You will need a Parent Portal letter for each student you wish to add to your account.*