

# *Soledad Unified School District*

## *Online Parent Portal*

### *Account Setup Tutorial*

The following are step-by-step procedures to create an online parent account to access your child's grades, attendance, schedules, assignments, teacher information and more.

**Parents must have the following 3 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**

## Creating Your Account

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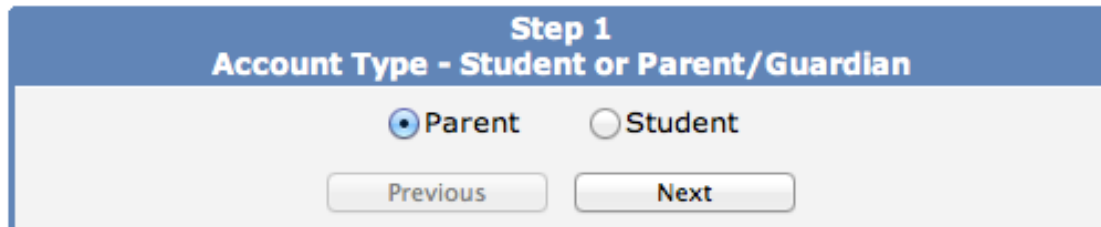
- Open your web browser and go to <https://parents.soledadusd.org> and click the “**Create New Account**” link located to the bottom left under the “LOGIN” button. Note:



## STEP 1

- The first step of the sign up process brings up the account type option. Choose the “Parent” account Option as shown below and click the Next button.

[Return to Login Page](#)



**Step 1**  
**Account Type - Student or Parent/Guardian**

☒ Parent ☐ Student

Previous Next

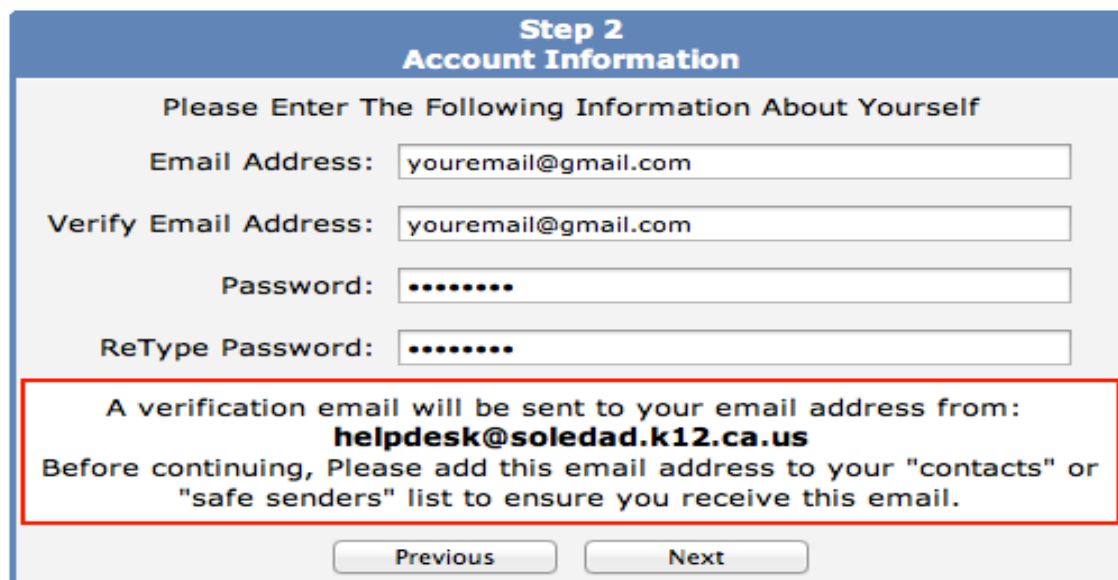
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## STEP 2

- 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. Enter a password in the **Choose Password** field and retype the same password in the **Retype Password** field. 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.

[Return to Login Page](#)



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

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## STEP 3

- In Step 3 you must confirm 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.**

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- Once in your email program open the email from [helpdesk@soledad.k12.ca.us](mailto:helpdesk@soledad.k12.ca.us) (do not reply to this non-monitored email account). You will see an email similar to the one below.

Thank you for registering for an *Aeries* account. In order to ensure the account was requested by 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 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.

<http://aeries.soledadusd.org/aeries.net/ConfirmEmail.aspx>

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

Email Address: [youremail@gmail.com](mailto:youremail@gmail.com)

Email Code:    AAAAAAAAAAAAAAAAAA

- Follow the directions in the email and click on the **Confirm Current Email Address** link.

-OR-

- Paste the Email Code in to the screen for Step 3 as seen below. Click the next button.

[Return to Login Page](#)

**Step 3**  
**Email Verification**

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

Email Code:

- If you closed the window for Step 3 and chose to “Confirm this Email Address” a new window will appear similar to the one below.

[Return to Login Page](#)

**Step 3**  
**Email Verification**

Please enter your email address and copy and paste the Email Code  
from the confirmation email into the fields below:

Email Address:

Email Code:

**The Email Code did not match.**

- Enter your email that you used to register in step 2 and copy the Email Code that was provided in the email. Click the Accept button.

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## STEP 4

- After entering the verification email code the process will continue with Step 4. A screen will appear as shown below.

**Step 4**  
**Login to Aeries**

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.  
[Return to Login Page](#)

- Click the “Return to Login Page” to log into Aeries and begin the process of linking your account to your child.

## Linking to a Student

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### Step 1

- The “Student **Verification**” form will be displayed. This is the form where you enter the 3 information items that associate you with your student. **If you do not have this information, contact your child’s school office.**

**Step 1**  
**Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

- Enter the information in each box and when done click the Next button. Note that the telephone number can be entered with dashes and parenthesis example: (951)555-8787 or without example: 9515558787. The program will recognize the telephone number as long as the numbers are correct.

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## Step 2

- After clicking the Next button on the previous screen you will proceed to Step 2 “Emergency **Contact**” **Verification**. Click the button next to your name or click “None of the above” if you do not appear in the list. Click the Next button to complete the account creation process.

**Step 2**  
**Emergency Contact Verification**

Your account is now linked to

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

Name	Relationship
<input type="text"/>	
None of the above	

Previous

Next

## Step 3

- You will be presented with a screen verifying that you are now linked to your particular student.

**Step 3**  
**Process Complete**

Your account is now linked to

[Add Another Student to Your Account](#)

## How to Add Additional Students to an Account

- Log into the Parent Portal and you will see on the home page, in the header bar at the top of the screen, a drop down menu labeled **Current Student**:
- Click the dropdown list and choose: **“Add New Student To Your Account”**
- You will be taken to a page that will prompt you for the new student’s ID number, telephonenumber and verification code. This is similar to Step 1 when you created your account and associated your first student with your login. Enter the information for this student and click the Next button.
- Once the system confirms the information is correct, a confirmation will be displayed. This screen resembles the confirmation screen in Step 2 when you created your account. Click the button of the contact that describes you or **“None of the above”** and click the Next button.
- When finished you will see multiple students in the **Current Student** dropdown list and can easily switch between them by clicking on the one you wish to view.

## Forgot Your Password?

- Open your web browser and go to <https://parents.soledadusd.org> and click the **“Forgot Your Password?”** link in the bottom right corner of the screen.
- Once the link is clicked, you will be taken to a page where you can enter your email address. After you enter your email address, click the Go button and an email will be sent to you.
- Once you click the link, the system confirms that the process has been followed correctly and allows you to enter a new password for your account.