

## Creating New Parent and Student Accounts on Parent/Student Information Portal

Prior to creating an account it is recommended that you add the following email addresses [CUSDSupport@CAPOUSD.ORG](mailto:CUSDSupport@CAPOUSD.ORG) and [ABISupport@capousd.org](mailto:ABISupport@capousd.org) to your “contacts” or “safe senders” list in order to receive the confirmation e-mail.

Open your internet browser. We recommend using Chrome or Safari. Type in the URL address <https://portal.capousd.org/ParentPortal/LoginParent.aspx?page=default.aspx>

In order to create an account, you must have received 3 pieces of information from your student’s school. You cannot create an account without these items. This includes:

1. Permanent ID
2. Primary phone number on file
3. Verification Code

Select a Language then, Click on CREATE NEW ACCOUNT located on the bottom

Capistrano Unified School District

English ▼

**Aeries**  
Student Information System

Email

NEXT

Forgot Password? [Create New Account](#)

This portal is connected to  
school year **2017-2018**

If you wish to see 2016-2017 report cards, please [CLICK THIS LINK.](#)

Students should click on the circle to the left of Student as shown below. **Do NOT select Parent!**

Student Information System

[Return to Login Page](#)

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

Parent/Guardian  Student

[Previous](#) [Next](#)

### 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:  
**CUSDSupport@capousd.org**  
Before continuing, please add this email address to your **contacts or safe senders list**, to ensure you receive this email.

[Previous](#) [Next](#)

Type in your email address in the [Email Address](#) box like the example.

Retype your email address in the [Verify Email Address](#) box.

Type in a password in the [Password](#) box.

Retype the same password in the [Retype Password](#) box.

Click on NEXT

**You will be able to change your password once your account has been created.**

\*\*E-mail addresses shown are examples only.

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

**Step 3**  
Email Verification

A verification email has been sent to your email address from:  
**CUSDSupport@capousd.org**  
 Click the **Confirm** link provided in the email or copy and paste the  
 Email Code into the field below

Email Code:

**STOP!**

**DO NOT** click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue. If you do not receive the confirmation e-mail within a few minutes, please check your Spam or Junk E-mail folder.

Open your email program. Open the email from- [CUSDSupport@capousd.org](mailto:CUSDSupport@capousd.org) (or [ABISupport@capousd.org](mailto:ABISupport@capousd.org)). You will receive a message similar to the example below. Please click on the [Confirm Current Email Address](#) link in the email message.

If the link does not work, please follow the remaining directions in the email. **DO NOT DO BOTH.** These remaining directions are **ONLY** used if the [Confirm Current Email Address](#) link does not work.

**From:** [CUSDSupport@capousd.org](mailto:CUSDSupport@capousd.org)  
**Date:** July 1, 2016 at 09:39:19 PDT  
**To:** Your email address  
**Subject:** Aeries Account Verification (Your email address)  
**Reply-To:** [CUSDSupport@capousd.org](mailto:CUSDSupport@capousd.org)

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.  
<https://portal.capousd.org/ParentPortal/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:  
 Email Address: Your email address  
 Email Code: VG58T28VS5HJ843ADN97

**Final Step**  
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](#)

This window will appear once you have clicked on **Confirm Email Address** in the previous screen.

Click on the link [Return to Login](#).

Enter your e-mail address and password you created.

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

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

*Please use the information provided to you by your child's school in a letter.*

**Note: If your e-mail address is already in our database, this step happens automatically, and you can follow the screen prompts to finish the account setup process.**

If your e-mail is not in our database you will need to enter the information provided by the school.  
Enter the Student Permanent ID number.  
Enter the Student Home Telephone Number (Primary Phone Number)  
Enter the Verification Code

Click on Next>>

## Capistrano Unified School District

Once the step above is complete. Login to your account to make sure that you have access. Keep your email and password up to date. You will register for your high school classes in the student portal every year until you graduate.

If your student is unable to create their student portal, please have them contact me and I will meet with them.

[labroadhead@capousd.org](mailto:labroadhead@capousd.org)

Thank you

If you are having problems creating the account or attaching your student to the account, please email [CUSDsupport@capousd.org](mailto:CUSDsupport@capousd.org) for assistance.

To access the Parent Portal open your internet browser. Type in the URL address <https://sites.google.com/a/capousd.org/parent-and-student-portal/> click on [Sign In](#), then instead of clicking on Create New Account, enter the e-mail address you used to create the account, click NEXT, enter the password you created to access student information, click SIGN IN.