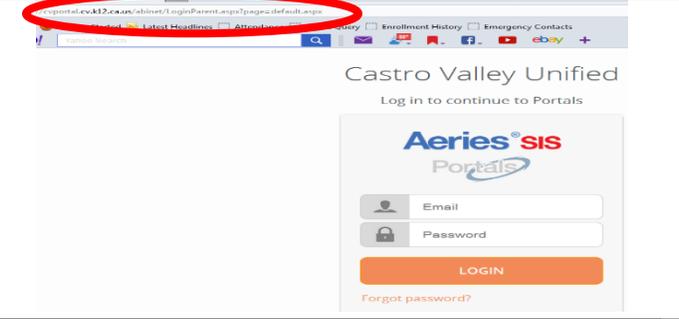
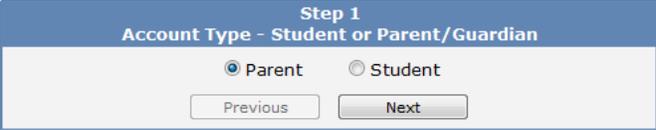


Castro Valley Unified School District  
**Creating a Parent/Student Portal Account**

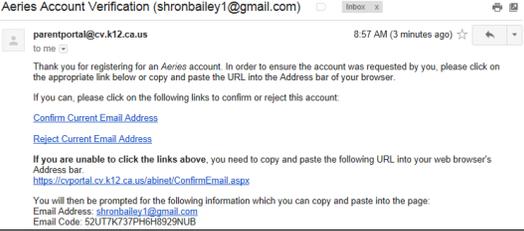
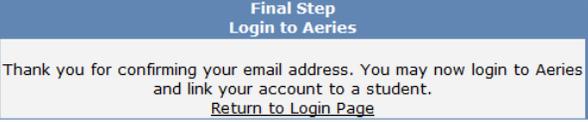
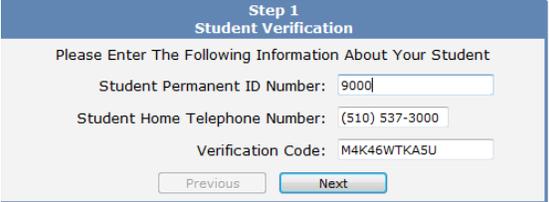
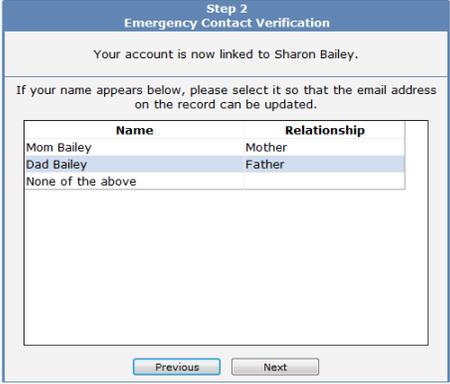
To create an account on the CVUSD Parent/Student Portal you will need an email address and the account verification information provided by the school.

Begin by opening a browser, such as Internet Explorer, Mozilla Firefox, or Safari, and enter the address <https://castrovalleyusd.asp.aeries.net/student> into the web address field at the top of the screen as shown in the oval below. You can also get to the Parent Portal site by going to our District website at <http://www.cv.k12.ca.us>, select the Parents tab, and choose Aeries Parent Portal from the list. Do not enter the address into a search engine, such as Google or Yahoo, because this site is yet unknown to them.

This should take you to the login screen. Follow the steps below to complete the process.

<p>Login Screen</p> <p>Click on "Create New Account" to get started.</p>	
<p>STEP 1</p> <p><b>For Parent Accounts:</b> Click the Parent button and click Next&gt;&gt;. <b>For Student Accounts:</b> Click the Student button and click Next&gt;&gt;.</p>	
<p>STEP 2</p> <p>Enter and verify your email address; enter and verify a password that follows the rules described at the bottom of the window.</p> <p>Click Next&gt;&gt;.</p>	
<p>STEP 3A</p> <p>Click Next&gt;&gt; and check your email for the next step.  <i>If instead of the page to the right you get a message indicating your email address is already assigned to an active account, click Next&gt;&gt; and follow those instructions.</i></p>	

## Castro Valley Unified School District Creating a Parent/Student Portal Account

<p><b>STEP 3B</b></p> <p>You will receive a message similar to this. Click “Confirm ...” to proceed. Or click “Reject ...” to start over.</p>	
<p><b>STEP 3C</b></p> <p>If you clicked “Confirm ...”, you will see this message. Click on “Return to Login Page” to proceed.</p>	
<p><b>STEP 4</b></p> <p>Login in using your email address and password that you used when creating your account.</p>	
<p><b>STEP 5</b></p> <p>At this point you will need to enter the account verification information on the letter provided to you by the school.</p> <p>Then click Next&gt;&gt; to proceed.</p>	
<p><b>STEP 6</b></p> <p>Your account has been linked to the student.</p> <ul style="list-style-type: none"> <li>• If you are a Parent/Guardian, select the Contact that best identifies you.</li> <li>• If you are a student, select <i>None of the Above</i></li> </ul> <p>Click Next&gt;&gt;.</p>	
<p><b>STEP 7</b></p> <p>Congratulations! You are done. Click on “Add Another Student to Your Account” if you have more than one student in CVUSD.</p>	