

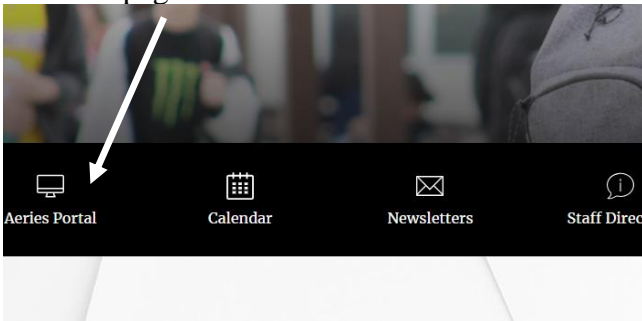
## Creating New Accounts on the SJVA Parent Portal

The following are the instructions on creating a new SJVA parent portal for new parents. More information can be found [here](#), or by navigating to sjva.net, selecting the parent drop down, and selecting “Parent Resources”

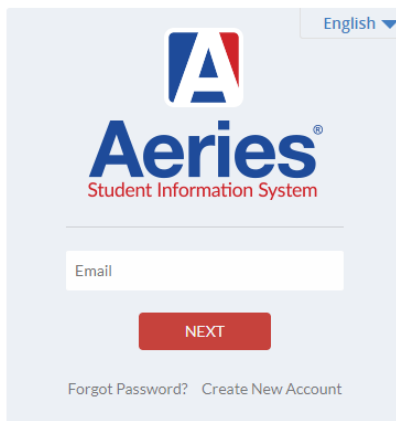
**Please note** that a parent account will be automatically set up using the email under the primary emergency contact information. To use this account, or to use an existing account with a forgotten password, click forgot password, and enter in that email.

For new accounts please follow these instructions.

Open your compatible Internet browser (Internet Explorer, Chrome, Firefox). Click on the Aeries Portal link on the main page



The following logon screen will appear:  
San Jacinto Valley Academy District

A screenshot of the Aeries Student Information System login screen. At the top right, there is a language dropdown menu set to 'English'. The Aeries logo is prominently displayed in the center, with the text 'Aeries Student Information System' below it. Below the logo is a white text input field labeled 'Email'. Underneath the input field is a red button with the word 'NEXT' in white. At the bottom of the screen, there are two links: 'Forgot Password?' and 'Create New Account'.

Left click on [Create New Account](#) located on bottom of the login window.

A screenshot of a selection screen titled 'Step 1 Account Type - Student or Parent/Guardian'. The title is in a blue header bar. Below the header, there are two radio button options: 'Parent' (which is selected) and 'Student'. At the bottom, there are two buttons: 'Previous' and 'Next'.

Parents select Parent in Step 1.

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

Type in your email address like the example: ParentAccount@gmail.com

Retype your email address under Verify Email Address

Type a secure password with a minimum of 8 characters with at least 1 capital letter, 1 number, and 1 symbol

Retype the same password under Retype Password. Click Next

**If it says an account already exists, go back to the first step and click forgot password.**

**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT!!**

Click on the Confirm Current Email Address link within the Account Verification e-mail

If you are unable to click the link. Follow the instructions for copying and pasting the link into your browser.

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

The following window will appear once you've confirmed your e-mail address. Click on the [Click Here](#) link to continue new account creation.

**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 in the new account letter sent to you from your student's school.

Enter the student Permanent ID Number, student home telephone number including area code, and Verification Code – this is case sensitive. \*All numbers and codes are examples only.

Click on Next.

[Login Page](#)

**Step 5**

**Emergency Contact Verification**

**Alice Cristine Smith has been added to your account.**

Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
<input type="radio"/> Jane Smith	Mother
<input type="radio"/> John Smith	Father
<input type="radio"/> Joe Jones	Uncle
<input type="radio"/> Jen Jones	Aunt
<input checked="" type="radio"/> <b>None of the above</b>	

Click on the circle next to your emergency contact name. \*Example names are fictional Click Next

**NOTE:** When selected, the account email address will populate the contact record if blank or overwrite an existing email address on the contact record. Once overwritten, an email will be sent to the previous email address informing the owner the email address stored in Aeries has changed and if there is concern about this change please contact your student's school.

If you need to add additional students to the account, click on the change student drop down, and click add new student.

Step 1

Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Enter in the information and the student will be added.

