

Quick Reference Guide

ABI Parent Portal – Middle & High Schools

Creating a Parent or Student Account in the Aeries Parent Portal

The steps in this quick reference guide will walk you through the steps to create a new account for the ABI Parent Portal.

1. Launch Google, Safari, or equivalent web browser.
2. Open your email account and leave it open, you will receive a confirmation email from Aeries after the next few steps are completed.
3. Open another browser or New Tab and enter the following URL into the address bar and press **[Enter]**. <http://portal02.sbcusd.com/parentportal>.



4. Click **Create new account** on the link (bottom of login screen).
5. Select **Student** or **Parent** (which applies to you) and then click the **Next >>** button.

6. In the **Email Address** field, enter your email address (e.g., tinasmith@gmail.com).
7. In the **Verify Email Address**, copy and paste email from the first line or type it in.
8. In the **Choose Password** field, enter a password that you would like to use. You can use your email password.

👉 Passwords are case sensitive. Do not use the \ " ! # \$ % & symbols.

9. Click the **Next >>** button.
10. Wait for the Aeries system to send you an email to confirm your email address. When it arrives, open the email and click on the [Confirm This Email Address](#) link.

The **Final Step – Login to Aeries** box appears.

11. Login to Aeries using the email address and password you created in the **Steps** above.

The **Student Verification** screen appears.

12. In the **Student Permanent ID Number**, enter the student's 6-digit permanent ID number that appears on the label given to you **by the school**.
13. In the **Student Home Telephone Number**, enter the student's area code and telephone number (e.g., 9095551234) that appears on the mailing label. This HAS to be the number on the label.

14. In the **Verification Code** field, enter the VPC code that appears on the label. This code is **not** case sensitive therefore you can enter the alphabetic characters in either upper or lowercase.

15. Click the **Next >>** button.

16. If you selected **Parent**, The **Emergency Contact Verification** screen appears.

Select your name from the list provided and then click the **Next >>** button. The list contains all names stored as emergency contacts for your student. **Do not select None of the above.**

If you are creating a Parent account and want to add another student, click the **Add Another Student** button and add the VPC info for the next student.

17. If you selected **Student**, click the **Home** tab to get started.