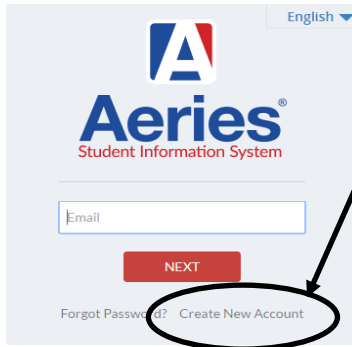


Creating New Accounts on the CVUSD Parent Portal

Open your Internet browser (**Chrome or Firefox recommended**).

Type in the URL address: <https://aeries.c-vusd.org/parentportal>

Covina-Valley Unified School District



Left click on "Create New Account"

In order to create an account, you must have received information by letter about your student from the school.

- * Permanent ID
- * Your registered student home telephone number
- * Verification Code

You cannot create an account without these items.

Step 1:

The **Parent** radio button should be the Account Type selected.

Click **Next**

Step 2:

Type in your **Email Address**,

Example: parentemail@yourdomain.com

Re-type your email address in the **Verify Email Address** field.

Type a password in the **Password** field. (minimum 6-character password required)

Retype that same password in the **Retype Password** field.

Click **Next**

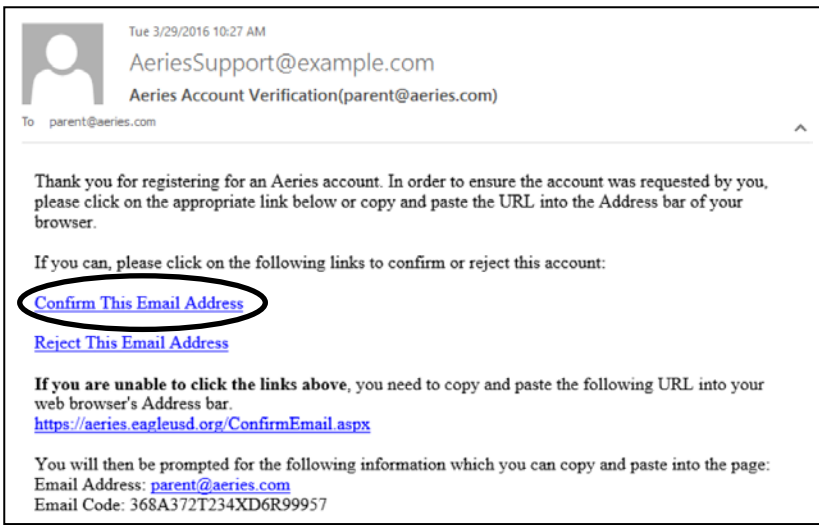
Note: Please **do not** reply to or send email to the example email address: AeriesDoNotReply@c-vusd.org

Step 3:

DO NOT left click on **Previous** or **Next**

In order to continue, you must first confirm your email address.

Open your email account. Open the email from AeriesDoNotReply@c-vusd.org, similar to the example on next page. The registration process will be halted until you go to your email inbox and left click on the **Confirm This Email Address** link. (If you cannot left click on the link, follow the remaining directions in the email.)

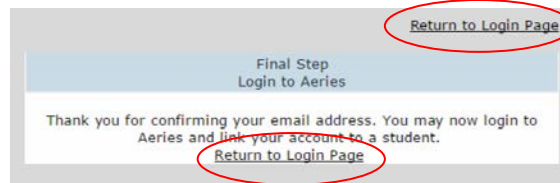


You can either click on the Confirm or Reject links or, if the links are not active, manually go to the URL specified and manually confirm or reject the account.



If you click on the Confirm link, the following webpage will be displayed and they can continue with the registration process.

Select the **Return to Login Page** link.



Enter your email address
Select **NEXT**

Enter your Password
Select **SIGN IN**



Refer to the information provided to you by letter from your student's school.

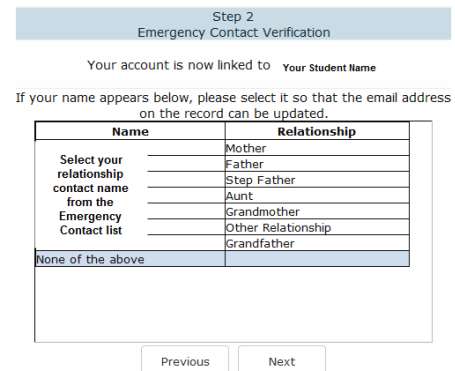
Step 1:

- Enter the student **Permanent ID Number**
- Enter the **Student Home Telephone Number**
- Enter the **Verification Code** (using UPPERCASE letters)
- Left click on **Next** button



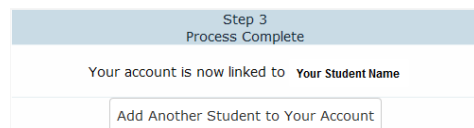
Step 2:

- Select your contact name in the **Emergency Contact Verification** form.
- Left click on **Next** button



Step 3:

Process Complete



If you are having problems creating the account or attaching your student to the account, please contact your school office for assistance.