



PARENT PORTAL

ACCESS YOUR CHILD'S REPORT CARD ONLINE, ANYWHERE, ANYTIME!

Beginning this school year report cards will be online through our Parent Portal

To get started with Parent Portal, please visit your child's school to submit a Parent Access Form located on back of flyer and have your identity verified by the school staff.

Once verified, the school will provide you with the following information needed to link your student:

- Student Permanent ID
- Verification PassCode (VPC)
- Primary Telephone Number on record

CREATING A PARENT PORTAL ACCOUNT

1. Launch web browser and navigate to **pusd.us/parentportal**
2. Click on Aeries login page on right
3. Click on Create New Account
4. Select Parent
5. Enter your email address (twice)
6. Enter password you'd like to use (twice)
7. You will be sent an email from **DONOTREPLY@PUSD.US** to confirm your address.
8. Once email arrives, click CONFIRM THIS EMAIL ADDRESS link
9. Click on RETURN TO LOGIN PAGE

LINKING YOUR STUDENT

1. Login to your Parent Portal account with the email address and password you created in the previous steps
2. In the STUDENT VERIFICATION screen enter the following which was provided by the school
 - a. Student Permanent ID
 - b. Student Primary Telephone Number
 - c. Verification PassCode (VPC)
3. Click NEXT
4. EMERGENCY CONTACT VERIFICATION – Select your name from the list provided
5. Click NEXT

Your account is now linked to the student

For additional reference on Parent Portal set-up and procedures with step-by-step instructions, refer to the Parent Portal User Manual located on the District Website using the following URL: pusd.us/parentportal

For technical questions, please contact **help4parentportal@pusd.us**



Pasadena Unified School District

Parent Portal Access Form

Innovative Technology Services

PUSD Parent Portal Access Form

The Parent Portal is designed to allow parents access to their student’s information. Access to Parent Portal will provide parents/guardians the opportunity to view student data and information through the internet. Student data may include but is not limited to grades, attendance, medical, demographics and discipline from the District’s student information system, Aeries. This information is only accessible by knowing the student’s ID number, primary phone number and verification passcode (VPC). By setting up an account and/or logging into Parent Portal, you agree to abide by the Pasadena Unified School District rules and regulations. Use of the system and its services are strictly limited to authorized account holders ONLY. All users are to be responsible for their student’s information codes and passwords. Users agree not to give anyone else their passwords, verification codes or any other personal information. PUSD will not be responsible for unauthorized access if the user has not been careful with their information. Ways to protect your information include but are not limited to: Do not give anyone your password. Do not write your password down. Close the browser when you are done. If you wish to continue to use the internet, open a new browser window. Do not choose a password that is easily guessed by someone else, such as, child’s name, pet’s name, birthdate, etc. Suggestions on passwords include combinations of letters and numbers or upper and lower case letters.

Parents will be able to access the following information for their child:

- Attendance
- Grades/Gradebook
- Classes
- Report Cards
- Demographics
- Medical
- Contacts
- Teacher/Counselor Email
- Transcripts
- Test Details / Test Scores
- Grad Status
- College Entrance Requirements

For parents to create an account and access the Parent Portal, they must visit the school’s administrative office to confirm and obtain the following:

1. Identity verified by school staff and Parent Access Request form submitted to site for approval
2. Student’s Permanent ID number
3. Student’s Primary Phone Number
4. Verification Passcode (VPC)

Please Print

School: _____

Student’s Permanent ID: _____

Student Name: (First) _____ (MI) ____ (LAST) _____

Parent/Guardian Name: _____

Address: _____

Home Phone: (_____) _____

Email Address: _____

Signature: _____ Date: _____

FOR SCHOOL OFFICE USE ONLY:

Authorized signer below confirms that identification of the parent/guardian was verified

DATE: _____

VERIFIED BY: (PRINT NAME) _____

PARENT/GUARDIAN VERIFIED BY: (CHECK ONE)

- CA ID / DRIVERS LICENSE
- OTHER ID (please specify): _____