

# Parent Portal User Manual

## Getting Started

- Open your web browser (Internet Explorer, Firefox, etc.) and go to <http://parents.pusd.us/abi>



Welcome to  
Pasadena Unified School District  
*Parent Portal*

Email Address:

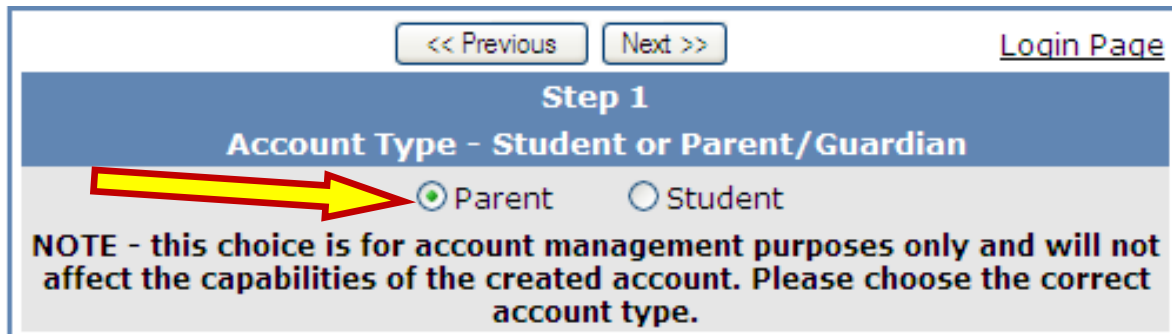
Password:

**Log In**

[Create New Account](#) [Forgot Your Password?](#)

ABI Version 4.10.4.29

1. Click the “**Create New Account**” link.



<< Previous    Next >>    [Login Page](#)

**Step 1**  
**Account Type - Student or Parent/Guardian**

Parent     Student

**NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.**

2. Step 1 of the sign up process brings up the account type options. Choose the “**Parent**” account option.

Login Page

### Step 2 Account Information

**Email Address:**

**Verify Email Address:**

**Choose Password:**

**Retype Password:**

A verification email will be sent to your email address from **ops@pusd.us**. Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

3. Enter your email address and the password you want your account to use. **Passwords may be changed via a link on the ABI home page after the registration process is completed. Click on the "Confirm Current Email Address" link within the email.**
  
4. After this step, an email will be sent to that email address and the registration process will be halted until the parent goes to their email inbox and clicks a Confirm link in the email that was sent.

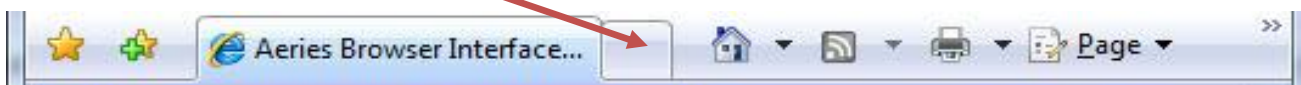
### Step 3

**You must now confirm your email address before continuing**

An email has been sent to your email address.  
 Please open your email and follow the instructions.  
 You must do this before continuing this process.

**DO NOT** click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue.

**Try to open a new tab to continue the process.**



**Aeries Browser Interface Account Verification** Inbox [Print](#)

★ [AccountAdmin@district.k12.ca.us](mailto:AccountAdmin@district.k12.ca.us) to me [More options](#) 8:58 am (4 minutes ago)

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm Current Email Address](#)

[Reject Current Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.  
<http://abi.district.k12.ca.us/ConfirmEmail.asp>

You will then be prompted for the following information which you can copy and paste into the page:  
 Email Address: [ParentAccount@gmail.com](mailto:ParentAccount@gmail.com)  
 Confirmation Ccde: KQNW3W43TEP4H24E5E7T  
 School: 0

[Reply](#) [Reply to all](#) [Forward](#) [Invite AccountAdmin@district.k12.ca.us to Gmail](#)

5. The “**Enter Account Information**” window will open. Enter the email address, the confirmation code, and the school code in the corresponding fields. Then click the “**Accept**” button.

Enter Account Information	
Email Address:	<input type="text" value="ParentAccount@gmail.com"/>
Confirmation Code:	<input type="text" value="KQNW3W43TEP4H24E5E7T"/>
School:	<input type="text" value="0"/>
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

6. The following message will appear if all the information is correct:

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

7. The registration process will continue on Step 4, which is the “**Student Verification**” form. The information provided by your child’s school will need to be entered in these fields. **If you do not have this information, contact your child’s school office.**

**The registration process will need to be restarted if you exit out of the sign up process.**

<input type="button" value="Next &gt;&gt;"/>	
Step 4	
Student Verification	
<b>Please Enter The Following Information About Your Student</b>	
Student Permanent ID Number:	<input type="text" value="201523"/>
Student Home Telephone Number:	<input type="text" value="(714) 571-1899"/>
Verification Code:	<input type="text" value="V4CYP3UYUR"/> <a href="#">Help</a>

9. Choose your name in the list for Step 5. If your name is not on the list, choose “**None of the above**” then click next.

**Step 5**  
**Emergency Contact Verification**

Chris R 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 checked="" type="radio"/>	John Smith	Father
<input type="radio"/>	Amanda Smith	Mother
<input type="radio"/>	Kathy Horsely	
<input type="radio"/>	Dr. Fred Jones	
<input type="radio"/>	<b>None of the above</b>	

10. Now that the account is created, you can use the login page to logon to the system at <http://parents.pusd.us/abi> and view the information about your child.

Step 6

Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record.

Click Here to login to the Aeries Browser Interface and view your student's information.

For questions on using the Aeries Browser Interface, contact your child's school office or see the district website for a copy of the user manual.

## How to Add Additional Students to an Account

1. After logging into the ABI Parent Portal the ABI header area shows a dropdown list of students currently assigned to this account in the upper right corner.

2. Click the dropdown list and choose: **“Add Additional Student Not Currently Listed”**

Current Student	Acosta, Taryn J - Grd 11
	Acosta, Taryn J - Grd 11
	Add Additional Student Not Currently Listed

3. You will be taken to a page that will prompt the new student's ID number, telephone number and verification code.

[Return to Main Menu](#)

Next >>

### Step 1 Student Verification

**Please Enter The Following Information About Your Student**

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:  [Help](#)

4. Once the system confirms the information is correct, a confirmation will be displayed.

<< Previous    Next >>

### Step 5 Emergency Contact Verification

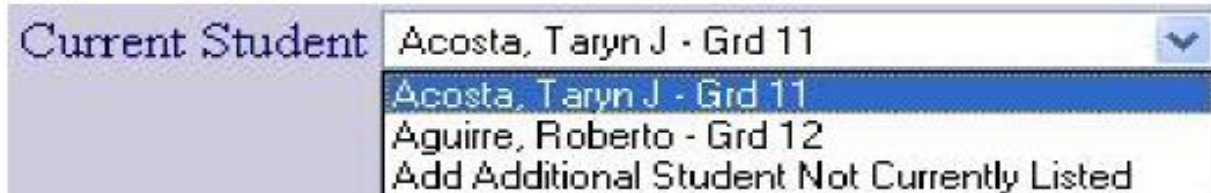
**Chris R Smith has been added to your account.**

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

	Name	Relation
<input checked="" type="radio"/>	John Smith	Father
<input type="radio"/>	Amanda Smith	Mother
<input type="radio"/>	Kathy Horsely	
<input type="radio"/>	Dr. Fred Jones	
<input type="radio"/>	<b>None of the above</b>	



5. You will see multiple students in the Current Student dropdown list and can easily switch between viewing them by simply clicking on the name you wish to view.



### **Forgot Your Password?**

1. Go to <http://parents.pusd.us/abi> and click the “**Forgot your password?**” link in the bottom right corner.
2. Once the link is clicked, you will be taken to a page where you can enter their email address. After you enter your email address, click the Go button and an email will be sent to you.
3. You can click on the “**Click Here**” link in the email or can manually go to the URL specified and enter the required information.
4. Once you click the link, the system confirms that the process has been followed correctly and allows you to enter a new password for your account.