

Parent Portal

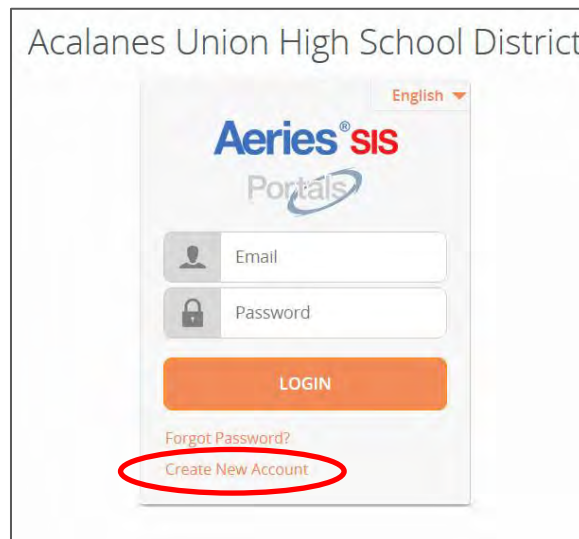
Parent / Student Account Creation

The Acalanes Union High School District is changing its web portal to access student information known as PASS. Parents and students will continue to have view access to class schedules, attendance, test scores, transcript history, contacts, etc. from PASS. Students will need to create an account in order to see their quarter and semester grades. Students will also use this account to make their course requests through PASS.

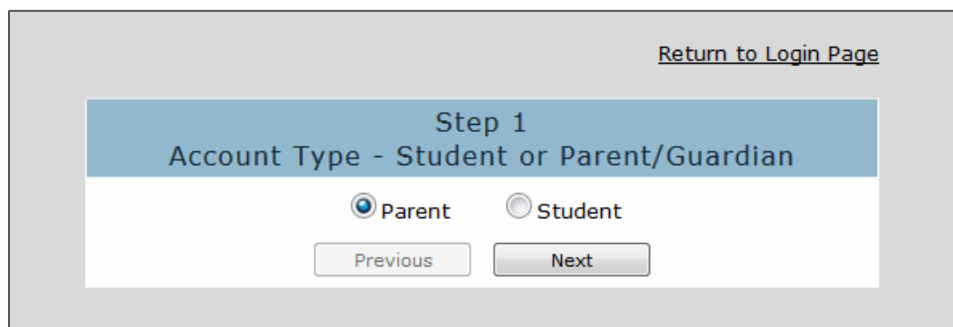
Follow the directions below to create a new PASS parent or student account.

SAMPLE:

Step 1 – Access [PASS](#) and Select Create New Account.



Step 2 – Select Parent or Student, then click Next.



Step 3 – Enter your email address and re-enter to verify your address is the same. Enter a password and re-enter your password to verify your password is the same. After clicking Next, confirm your account request via an email sent to the address you entered.

This screenshot shows the 'Step 2 Account Information' registration page. It includes a 'Return to Login Page' link at the top right. The main heading is 'Step 2 Account Information' in a blue bar. Below it, the text reads 'Please Enter The Following Information About Yourself'. There are four input fields: 'Email Address:', 'Verify Email Address:', 'Password:', and 'ReType Password:'. A red-bordered box contains the following text: 'A verification email will be sent to your email address from: **donotreply@acalanes.k12.ca.us** Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.' At the bottom, there are 'Previous' and 'Next' buttons.

Step 4 – You may verify your email two ways from the email verification: Click on the link “Confirm This Email Address” -OR- copy/paste the Email Code in to the Email Verification window and click next. (see Email Confirmation sample)

This screenshot shows the 'Step 3 Email Verification' registration page. It includes a 'Return to Login Page' link at the top right. The main heading is 'Step 3 Email Verification' in a blue bar. Below it, the text reads 'A verification email has been sent to your email address from: **donotreply@acalanes.k12.ca.us** Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:'. There is an input field for 'Email Code:' which is circled in red. At the bottom, there are 'Previous' and 'Next' buttons.

This screenshot shows the 'Step 4 Login to Aeries' registration page. It includes a 'Return to Login Page' link at the top right. The main heading is 'Step 4 Login to Aeries' in a blue bar. Below it, the text reads 'Thank you for confirming your email address. You may now login to Aeries and link your account to a student.' At the bottom, there is a 'Return to Login Page' link.

Step 5 – After you have confirmed your account, you must login to PASS to “attach” to the student using: Student Permanent ID Number, Student Home Telephone Number and Verification Code (**also known as "Access Code" that you received in your Registration Letter**). Parents/guardians may set up their account to have more than one child, avoiding multiple accounts. **For security reasons, do not give out Verification Code!**

**Step 1
Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Step 6 – On parent accounts, all contacts in the student’s record will appear. Select the contact based on your relationship to the student.

**Step 2
Emergency Contact Verification**

Your account is now linked to [redacted].

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
Jane Smith	Mother
John Smith	Father
Granny Smith	Grandmother
Mary Poppins	Neighbor
Uncle Buck	Uncle
Dr. Jones	Doctor
None of the Above	

From the student’s Profile, all portal accounts attached to your student are displayed.

Linked Portal Accounts		
Email	Type	Last Accessed
jsmith@homemail.com	P	06/02/2015

You have completed creating your PASS portal account.

Email Account Confirmation Sample

From: donotreply@acalanes.k12.ca.us [<mailto:donotreply@acalanes.k12.ca.us>]
Sent: Tuesday, June 02, 2015 8:33 AM
To: Jane Smith
Subject: Aeries Account Verification (jsmith@homeemail.com)

Thank you for registering for an *Aeries* 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 This Email Address](#)

[Reject This 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.

<https://pass.acalanes.k12.ca.us/parent/LoginParent.aspx>

You will then be prompted for the following information which you can copy and paste into the page:

Email Address: jsmith@homeemail.com

Email Code: [6KAMYD33F5P33T8N6](#) <- Sample Code