## Aeries Account Setup Instructions English

To setup your Aeries account please go to your schools Website and click on the link in the Site Shortcuts located on the left side of the home page window.

This link will take you to the Aeries Logon Screen. You can bookmark this page on your browser as this is the page you will be using to logon to Aeries every day.

Click on "Create New Account"

This will take you to Step 1. Click the button to indicate whether you are a parent or a student. Click Next.

This will take you to Step 2. You will need a valid email address. Please enter your email address twice. Enter a password twice. This can be the same password as the email you entered above. You must remember your password. Click Next. This will generate an email to your electronic email account and take you to Step 3.

**Stop** on Step 3 and go to your email.

You should have an email from <a href="mailto:parentportal@maderausd.org">parentportal@maderausd.org</a>. Click on the link "Confirm Current Email Address" located in the center of the email.

This will take you to the Final Step. Click on "Return to Login Page"

Once successfully logged in you will need to enter your Permanent Student ID and Verification Code. A letter with this information was mailed to your home. You can also check with your Career School office for this information. You will need to have the correct phone number. It is the phone number that is on the student record as the first/primary contact on your student records. This is usually your primary parent/guardians phone number.

Once all the correct data is entered click Next.

You have completed the setup logon for your Aeries Grade Book and Attendance.