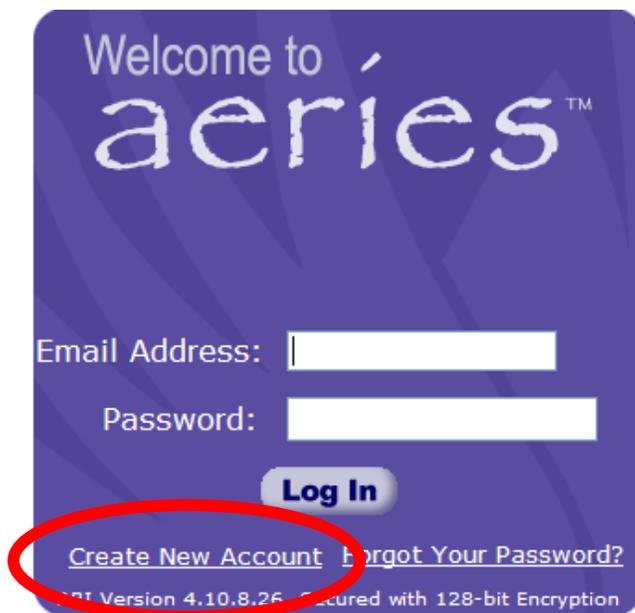


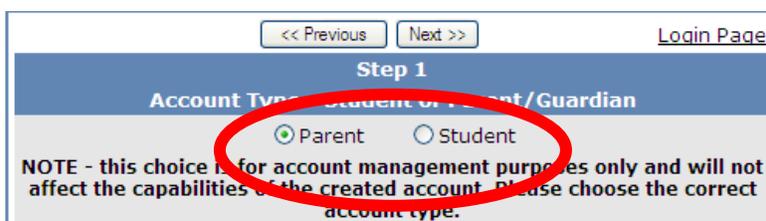
## Creating New Parent/Student Accounts on the YCJUSD Aeries™ Portal

The Aeries™ Portal provides a secure means for parents and students to access current attendance and academic progress from the student's record in the District's student information system database. Account creation is restricted to those individuals who provide three key pieces of information in the account creation process described below. Schools will distribute this information via a letter to the parent.

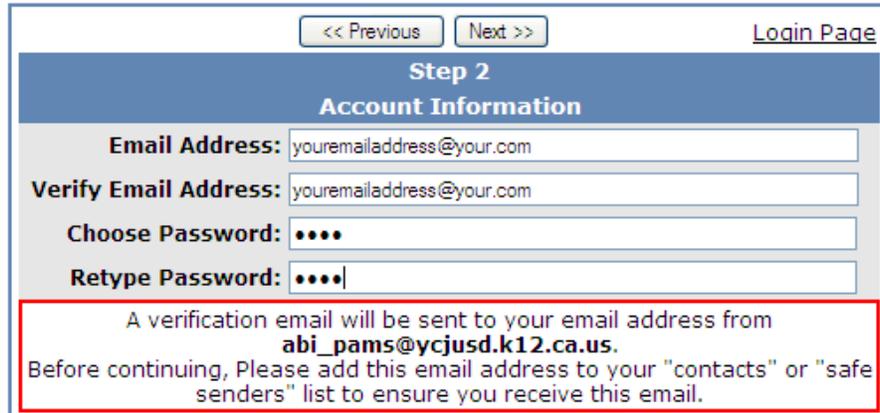
**Start:** Open your Internet browser. Enter the following address: <https://abi.ycjud.k12.ca.us/portalaccess/>  
Your log-in screen may look slightly different from the one below. Click on the link [Create New Account](#). (In the future and after your account has been successfully created, you will use the Email Address and Password fields to log in.)



**Step 1:** On the Step 1 screen, click to select either the **Parent** or **Student** account type. (Guardians and other official contacts registered by the parent on the Emergency Release Card on file with the school office should select the "Parent" option. All students should select the "Student" option.) After selection, click **Next**.



**Step 2:** On the Step 2 screen, enter your own email address as in the example below. (If you have not recently actually used this email address, please try logging into that email account separately first. If you enter an inactive email address into the ABI system, it will not successfully create an account for you. Also, we are discovering that AOL email accounts routinely bounce emails from automated servers, such as the ABI server, so you may want to create a new email account on another system if you are an AOL user.) Re-type the address to confirm accuracy. Enter a password of your choice and confirm by re-entering the password.



<< Previous    Next >>

[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  
**abi\_pams@ycjUSD.k12.ca.us.**

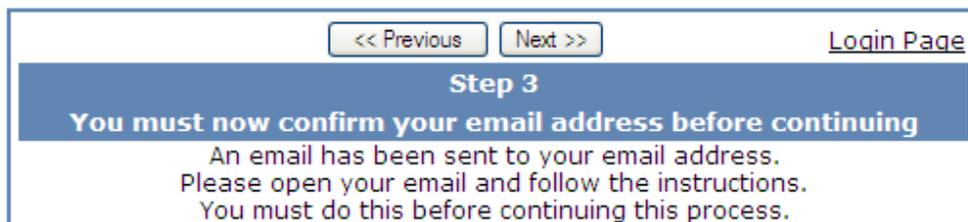
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Note: Email addresses in the screenshot above are fictitious.

Enter your own email address and password.

Do not send email to the fictitious address or to [abi\\_pams@ycjUSD.k12.ca.us](mailto:abi_pams@ycjUSD.k12.ca.us).

**Step 3:** When you see the Step 3 screen, please read the message on it carefully and *avoid clicking the Previous or Next buttons until after you have followed ALL instructions*. You will not be able to continue with the account creation process unless you follow the instructions on the Step 3 screen **and** go to your email Inbox, where you should find an email received from [abi\\_pams@ycjUSD.k12.ca.us](mailto:abi_pams@ycjUSD.k12.ca.us). Remember, do not click the Previous or Next links as that will create duplicate emails with different confirmation codes.



<< Previous    Next >>

[Login Page](#)

**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.

Open the email message you have just received from [abi\\_pams@ycjUSD.k12.ca.us](mailto:abi_pams@ycjUSD.k12.ca.us). Click the “[Confirm Current Email Address](#)” link in that email message. Be sure to read the rest of the email in case the links don’t work for you.

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](#) 

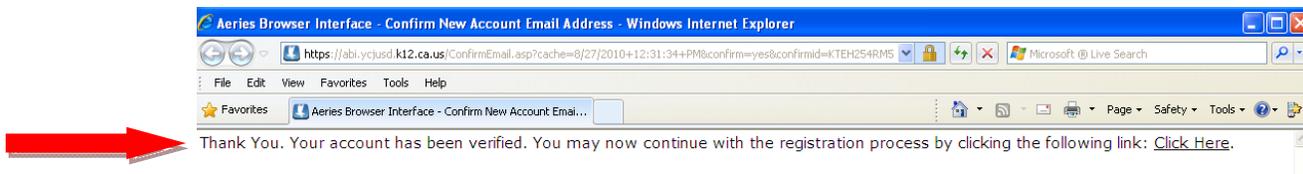
[Reject Current Email Address](#)

**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.  
<https://abi.ycjUSD.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: yourname@your.com  
Email Code: KTEJ254RM52DR352Q858

**Note:** Information at left is fictitious. Use data supplied in the email you actually receive and only if links don’t work for you. Also, please note that the Email Code is NOT the same as the Verification Passcode, or “VPC”, which you will need later.

Upon clicking the **Confirm Current Email Address** link, you should next see the following sentence in your browser window: “Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here.](#)”



**IMPORTANT: You MUST actually open, read, and follow the instructions in the email that you have just received in order to continue creating your new account!**

**Note:** If you cannot find the email in your Inbox, be sure to check your Junk Mail or Spam folder, as well. You may need to add the email address [abi\\_pams@ycjUSD.k12.ca.us](mailto:abi_pams@ycjUSD.k12.ca.us) to the Safe Senders list in your email program’s Junk Mail or Security settings. Sometimes designating the email itself as NOT JUNK or NOT SPAM will make all email from that address get through to your Inbox in the future.

**Step 4:** Please use the information provided to you in ABI information letter mailed home by the student’s school to fill in the required information on the Step 4 screen. (Information displayed in the screenshot below is fictitious.) Reminder: The Verification Code (also Verification Passcode, or “VPC”) is NOT the same as the Email code in Step 3. If you do not have the VPC from a letter mailed home, then you will need to call the school secretary to get the VPC.



The screenshot shows a web form titled "Step 4 Student Verification". At the top right is a "Next >>" button. Below the title is a dark blue header with the text "Step 4 Student Verification". Underneath is a section titled "Please Enter The Following Information About Your Student". It contains three input fields: "Student Permanent ID Number:" with the value "201523", "Student Home Telephone Number:" with the value "(714) 571-1899", and "Verification Code:" with the value "V4CYP3UYUR". There is a "Help" link next to the Verification Code field.

**Note:** If the student has been flagged in the District student information system database for privacy restrictions, the account creation process will halt at this point and an email will be sent to both you and the principal, necessitating further verification work by the school prior to activating any access account related to this student.

**Step 5:** On the Step 5 screen, click inside the circle next to your name. These names come from the Emergency Release Card information that parents provide the school at the beginning of each school year. (Information displayed in the screenshot below is fictitious.) After clicking next to the appropriate name or **None of the above**, click on **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"/> None of the above	

**Step 6:** On the Step 6 screen, click on one of the **Click Here** links, depending on if you need to add another student in your family (and have in your possession the three data items needed to access their separate information) or to proceed to your student's information screen. You can always add additional students later as you acquire the necessary account verification data from their schools.

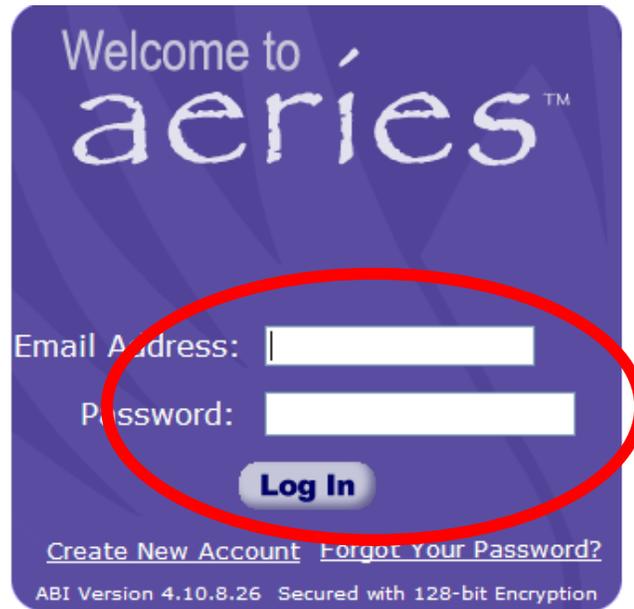
[Return to Main Menu](#)

Step 6

Thank you for completing the registration for an Aeries Browser Interface Account.

[Click Here](#) to add another student to your account.  
Or [Click Here](#) to view your student's information.

You should now be returned to the system log-in screen where you may enter your email address and the password you set in Step 2.



Welcome to  
**aeries**™

Email Address:

Password:

**Log In**

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

ABI Version 4.10.8.26 Secured with 128-bit Encryption

Please be aware that parents and students may need to create new Aeries Portal accounts each school year so that email addresses are annually updated, so please be sure to retain your account creation credentials (student's permanent ID and Verification Passcode). If you encounter any problems logging in, please contact your student's school office.

Also, you may wish to make a favorite, bookmark, or shortcut to the log-in address:

<https://abi.ycjud.k12.ca.us/portalaccess/> or simply use the link under the Parents or Students menu on your school's web site.