Welcome to AERIES Parent Portal

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This document will provide you with the information needed to see your students’ test results, attendance, grades, and assignments in the Aeries Parent Portal.

In order to be able to Log In to the system, you must have:

- A valid e-mail address (necessary to receive a confirmation e-mail).
- Students may have their own account but with a different e-mail address.

Supported browsers:

- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Other browsers that support Java. (All features may not work properly)

Getting Started

- Start at the Amador County Schools home page – www.amadorcoe.org
- Select Parent Portal from the home page (upper right corner – Parent Portal button)

The following window should appear in order for you to start the sign up process.
Create a Shortcut / Bookmark – for ease of logging on to the system later

It is suggested that when arriving at this page a Shortcut / Bookmark is created for ease in logging back into the portal. It is always possible to go to the district web page to start if desired.

STEP 1
Click on the Create New Account link. The following screen will appear for you to select the account type. Unless you are a student, the proper selection would be parent.

STEP 2
After selecting the type of account, click on the Next button at the top of this section. The following screen will be presented.

Provide the e-mail address you want associated with the portal account.

Enter a password to be associated with this account. It is unique for this account and does not have to match the password used to access your e-mail account.
STEP 3
Once this screen is filled out, click on the **Next** button. The next screen will appear.

![Email Verification Screen]

STEP 4
The system has now sent an e-mail to the e-mail address you provided on the screen from STEP 3. If a message does not arrive in a few minutes, check your spam mail to see if it ended up in that folder. The title of the message should look like the title listed below.

**support@acusd.org**  
**Aeries Account Verification(  )**  
**@hotmail.com**

In order to make sure you receive all e-mails from this address, some e-mail accounts recommend you flag the address as trusted. If the message isn’t received within a few seconds, check the Junk or Spam folders of your e-mail account.

When you open the body of the e-mail, it should look something like this:

**Aeries Account Verification(  )**  
**@hotmail.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://parents.amadorcoe.k12.ca.us/ConfirmEmail.aspx

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

- **Email Address:**  
- **Email Code:** KDHZTUB29877QMR8RQ8KHS

Click on this link. This will change the account from a Pending status to an Active status in the system.

This number is not the verification code referenced later!
To confirm your account click on the **Confirm Current Email Address** link. This will open a new browser window with the following message.

Click on the **Return to Login Page** link to send you back to the login page, as noted on the examples above, the same screen you saw when you started the account creation process will appear. Enter the e-mail address and password that were used to create your account.

If you have forgotten your password, click on the **Forgot Password?** link as shown below.

By clicking on the **Forgot Password?** link you will be presented with the following screen. Follow the instructions as provided on the screen. The e-mail address must be a valid e-mail address already established in the system.
After clicking on Next from the above screen, you will receive a response similar to step 2.

Once successfully signing on to the system, you will be presented with a screen that requests information related to your student as shown in the screen below. **All of this required information should be found on the sticker on the top of the front cover of this handout.** If not, the “call out bubbles” suggests other places this information is found.

![Image of a screen asking for student information](image)

If you have any questions, please feel free to contact the school administrator or send an e-mail to studentsupport@acusd.org and someone will respond to you in a reasonable period of time.

Once you have successfully logged into the system your student’s information may be viewed by selecting the different headings on the toolbar located just below the school name.

**Adding Students to an Existing Account**

If you already have an account, but need to add additional students, please do the following.

**STEP 1**
Log into your Aeries account.

**STEP 2**
On the far right of the tool bar, click the “Change Student” button.
STEP 3
Click the “Add New Student To Your Account” tab.

STEP 4
Add information from the sticker provided by your school.

When you are done reviewing the information, click on the **Logout** button on the right portion of the screen. You will be returned to the original logon screen where you can close your browser window.