

## Instructions for Aeries Portal Spring Registration 2017/18

1. Log into [aeries.sbunified.org/student](https://aeries.sbunified.org/student)
2. Enter your District email which is [your6digitid@my.sbunified.org](mailto:your6digitid@my.sbunified.org)  
(example: [123456@my.sbunified.org](mailto:123456@my.sbunified.org))
3. Then press forgot password, enter your email ([your6digitid@my.sbunified.org](mailto:your6digitid@my.sbunified.org))  
and press next.
4. Go to gmail.com and log into your District email ([your6digitid@my.sbunified.org](mailto:your6digitid@my.sbunified.org))  
and enter “sbschools” as the password.
5. You should have an email in your inbox entitled Aeries-Reset Account Password,  
open it up
6. Click where it says “Click Here” and then click Next
7. Create a new password that you will remember. It must have an upper and lower  
case letter and number. Then click on “return to login page”
8. Enter your District email ([your6digitid@my.sbunified.org](mailto:your6digitid@my.sbunified.org)) and the new password  
you just created. You are now in Aeries Portal
9. Go to the Student Info tab and click Course Request Entry
10. In the middle of the page there is a Search Button and you can click on the Filter  
to find different Subject Area courses
11. Click on the Course Title to add or the Red X to remove

### Parents access to Aeries Portal:

1. <https://aeries.sbunified.org/parent>.
2. Your username is your **email address on file in Aeries**
3. Your Default password was **emailed to the email address on file**
4. If you have forgotten your password, click the **Forgot password?** link on the  
Aeries Portal login screen to have a new password sent to your email
5. If you are not able to access Aeries, please go to [sbunified.org/aeries](https://sbunified.org/aeries) for further  
support.