

Aeries Parent Portal

CREATING YOUR ACCOUNT - NEW USERS ONLY

- Click on the Aeries Parent Portal link above.
- Click "**Create New Account**" at the bottom of the login box.
- Choose "**Parent**" as the Account Type and click on Next.
- Add this email address to your "contacts" or "safe senders" list to ensure you receive this email.
aeriesportal@bhusd.org
- Enter your personal e-mail address, your password choice and click on "Next" (one time).
- **A VERIFICATION email WILL BE SENT TO YOU.** Click on "**Confirm This Email Address**".
- Return to the Login Page and log on.
- Enter the Permanent ID number, the Home Telephone Number (or main number you provided to the school), and the VPC Security Code that was mailed to you. Click "Next".
- Select one contact name at a time, update the e-mail and then click "Next".
- You may now add another student at the next screen or begin to e-Register your child(ren).

HOW TO "E-REGISTER" & UPDATE STUDENT INFORMATION

1. Click on the Aeries Parent Portal link on the left and log in.
2. On the top, middle portion of your screen, select "**Click Here**" **in the yellow text.**
3. Update your child's information in Sections 1 – 6 (on the left) using the directions on the screen.
4. Parent/guardians should update the contact information and emergency contacts that specifically pertain to that person. **It is critical that this information be accurate for ALL parent/guardians in the event of an emergency.**
5. **YOU MUST VIEW AND COMPLETE ALL REQUIRED INFORMATION.** Authorizations and Prohibitions force you to select a "Status". Documents force you to click on "I have read."
6. **After reviewing all information,** click on the Final Data Confirmation tab and confirm your submission.
7. **PRINT THE "Data Confirmation / Signature Form". This form MUST be completed, signed and returned to your school office.**