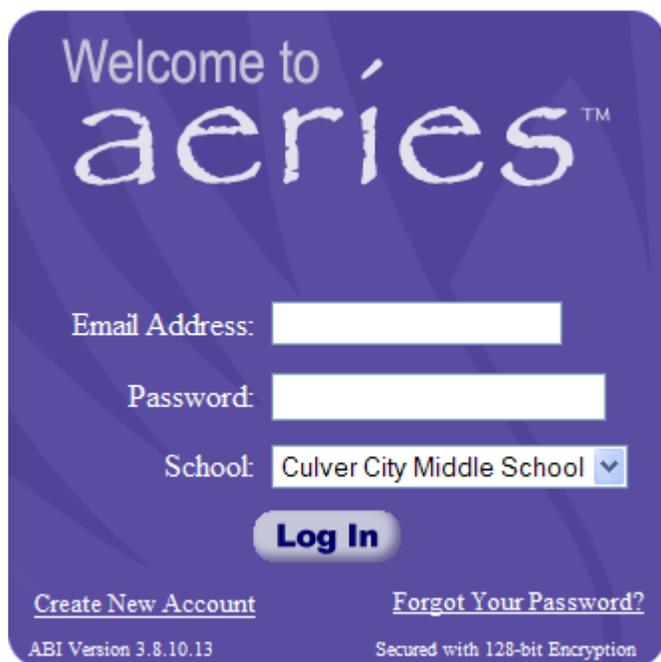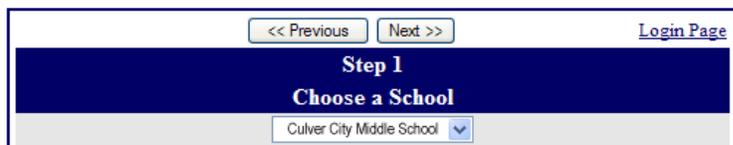# Creating New Accounts on the Parent Portal

Open an internet browser and go to your school's website. Under the "Parents" menu, open the "Parent Access Portal" item. Click on the "ABI – Parent" link. The following login screen will open (*school name will reflect your school*):
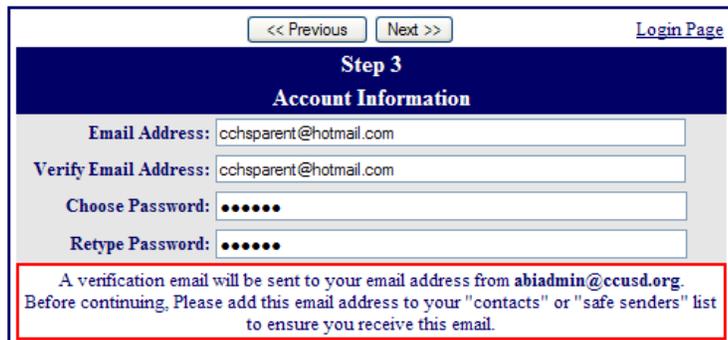

Click on "Create New Account" in the lower left corner.

Confirm the correct school is listed and click "Next".
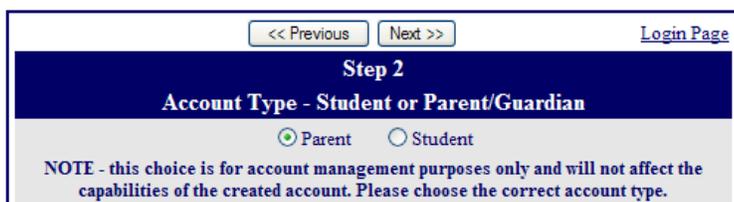
Confirm that Account Type is listed as "Parent" and click "Next".

Enter your email address.
Re-type your email address.

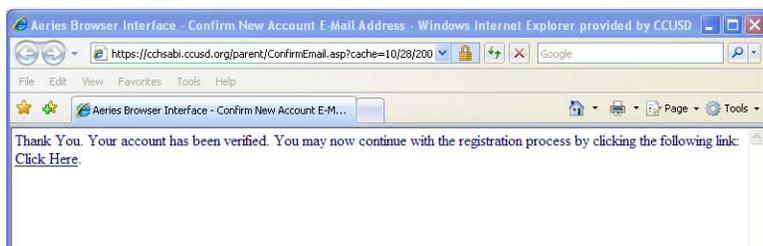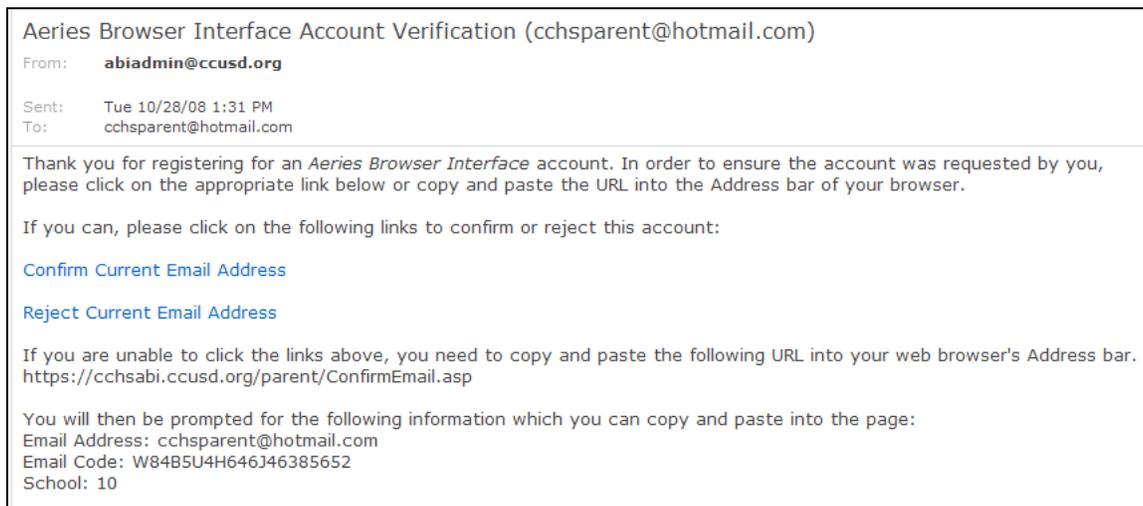Enter a password of your choosing.
Re-type your password.

Click "Next".

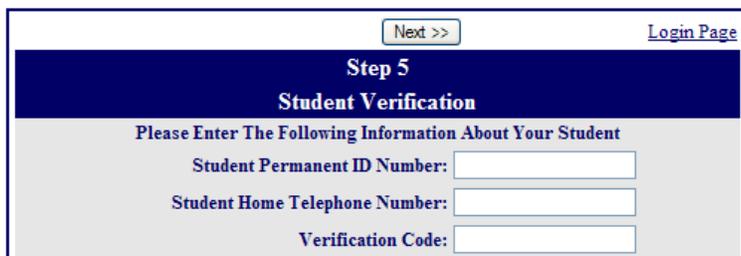|	
[Step 4 screenshot: << Previous, Next >>, Login Page; Step 4: You must now confirm your email address before continuing. An email has been sent to your email address. Please open your email and follow the instructions. You must do this before continuing this process.]	DO NOT click on "Previous" or "Next" at this step - doing so will send duplicate emails. You can close this window after confirming your email address.

IMPORTANT: You must open, read and follow the instructions in your email message in order to continue creating your new account!

Open your email program and look for the message from abiadmin@ccusd.org similar to the example below. Follow the instructions in the email and click on the "Confirm Current Email Address" link. (If you are unable to do so, follow the remaining instructions in the message.)

Aeries Browser Interface Account Verification (cchsparent@hotmail.com)

From: abiadmin@ccusd.org

Sent: Tue 10/28/08 1:31 PM
To: cchsparent@hotmail.com

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://cchsabi.ccusd.org/parent/ConfirmEmail.asp

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: cchsparent@hotmail.com
Email Code: W84B5U4H646J46385652
School: 10

[Browser window screenshot: Aeries Browser Interface - Confirm New Account E-Mail Address. URL: https://cchsabi.ccusd.org/parent/ConfirmEmail.asp?cache=10/28/200. Text: Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: Click Here.]	This window will appear after you have confirmed your email address. Click on the Click Here link.

[Step 5 screenshot: Next >>, Login Page; Step 5: Student Verification. Please Enter The Following Information About Your Student. Student Permanent ID Number: ___. Student Home Telephone Number: ___. Verification Code: ___.]	At this step, please use the information provided to you in the **new account letter** sent from your student's school. Enter the student's ID number. Enter the student home phone number. Enter the Verification Code. Click "Next".

The next screen will list all the contacts (by name) associated with your student's record. Choose which contact you are and click "next" at which point you will receive a "Thank you for registering" message. You can then close all windows and go back to the original Portal login page and login to your account using the established email address and password.

Parents with more than one student in the same school

After you register for your first student, login to the Parent Portal system using the information for that student.

(See image below)
In the upper right corner of the screen you will see a drop-down box labeled "Current Student". Open that box and choose the option to add an additional student. You will then be prompted to enter the student ID and code information for your next student.