



CUHSD Aeries Parent Portal Account Setup

When your students' school(s) are ready to deploy Aeries Parent Portal, the parent/guardian of record will be provided with information necessary to complete this procedure. If you have not received this information, please be patient – the district intends to deploy Aeries Parent Portal in a timely manner.

Before you begin it would be a good idea to add the **corninghs.org** domain to your email client's "white list" so that email messages the system might send you do not end up in your junk mail/spam folder. Your email client's help system should direct you as to how to add those.

Also, you are advised to disable your browser's auto-complete and password manager features. These are designed to help you avoid repeated data entry onto pages you access and fill out frequently. If you do not wish to disable them entirely your browser might enable you to set it up so that it prompts you before doing so. If you set it up that way, please decline prompts to save forms and passwords through this procedure every time you log into Aeries Parent Portal. Your browser's help system should be able to direct you on how to appropriately make these settings.

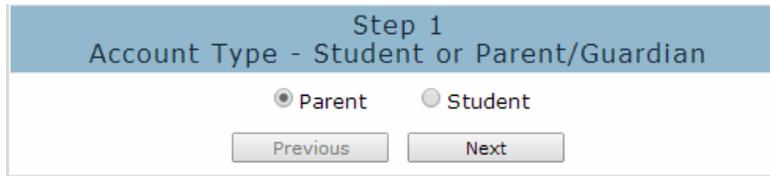
Open your web browser and type in the URL address

<https://aeries.corninghs.org/portal>

This will take you to a webpage where normally you will enter your email address and password to log in, but also provides an option to create a new account. Click on **Create New Account**.

A screenshot of the Aeries SIS Portals login page. The page title is "Corning Union High School District". At the top right, there is a language dropdown menu set to "English". The main heading is "Aeries® SIS Portals". Below the heading are two input fields: "Email" with a person icon and "Password" with a lock icon. Below these fields is an orange "LOGIN" button. At the bottom of the form, there are two links: "Forgot Password?" and "Create New Account".

Upon clicking "Create New Account" you will be provided with a screen where you indicate whether you are a parent or the student.

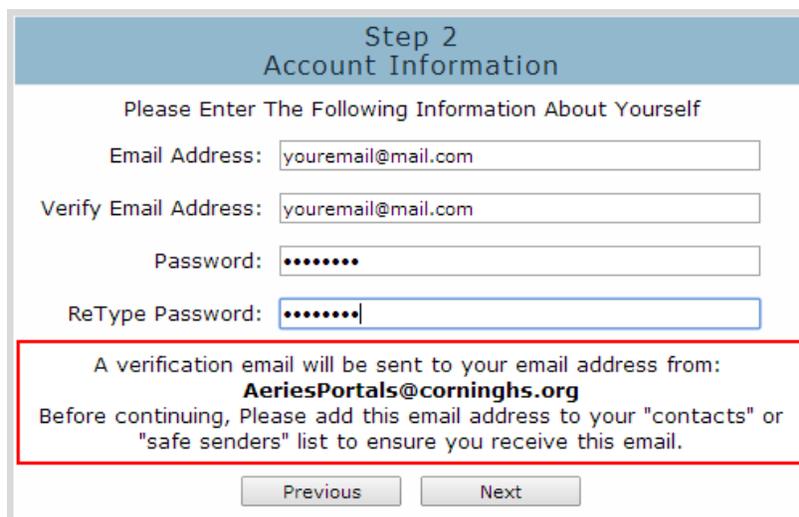


Step 1
Account Type - Student or Parent/Guardian

Parent Student

Previous Next

Click in the circle to the left of Parent. Then you will click on the "Next" button which will provide a screen into which you will register your email address and password for your new account.



Step 2
Account Information

Please Enter The Following Information About Yourself

Email Address:

Verify Email Address:

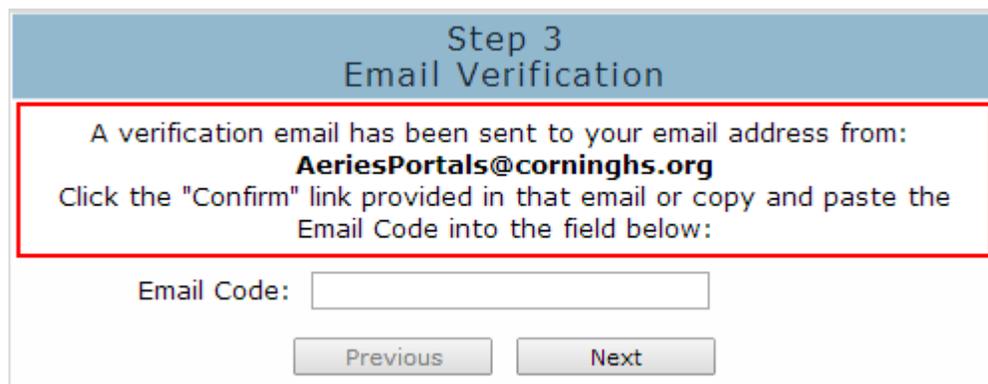
Password:

ReType Password:

A verification email will be sent to your email address from:
AeriesPortals@corningshs.org
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Previous Next

Enter YOUR email address into the "Email Address" box. Do not use an email address that other members of your family etc. have access to. It is important that you use your own email address here and not someone else's. Enter the same email address into the "Verify Email Address" box. Enter a password of your choosing into the "Password" box and enter the same password in the "Retype Password" box. Then click the "Next" button and STOP. Continue reading here immediately after you click the "Next" button.



Step 3
Email Verification

A verification email has been sent to your email address from:
AeriesPortals@corningshs.org
Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:

Email Code:

Previous Next

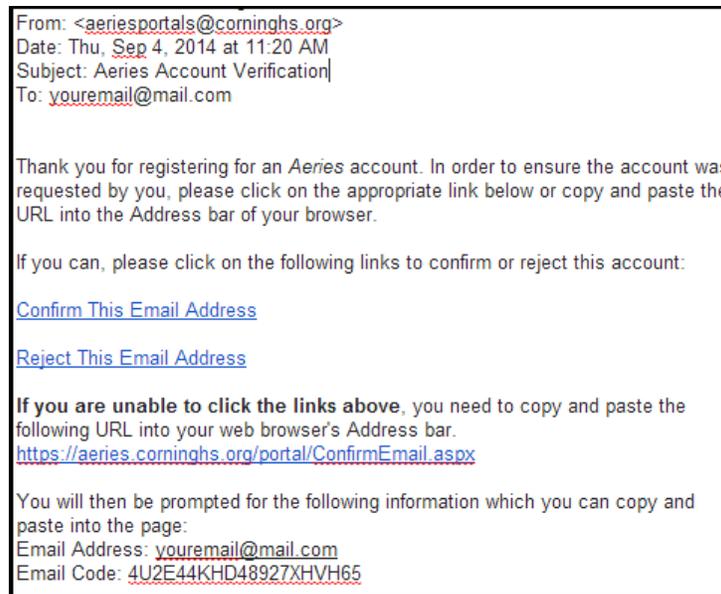
Do NOT click the "Previous" or "Next" buttons here. Instead open your email program, retrieve

your email and open the message entitled "Aeries Browser Interface Account Verification". This message contains instructions necessary to continue the process.

Note that if you do not receive this message, please check your junk mail or spam folder for it. If you find that the message was directed to your junk mail or spam folder, please white list email from the "corninghs.org" domain. This message contains instructions necessary to continue the process.

If after a reasonable period of time (15 minutes or more) you do not receive this message it is possible that you entered an invalid email address and you will need to start over. It is also possible that your email provider may have flagged the message as spam. AOL in particular seems to not like email sent from Aeries Portals. If you are confident that you have entered a valid address but still do not receive the confirmation email, please send an email to cuhsdsupport@corninghs.org from the email address that you used during the signup and we will look into it.

If you got the message follow the instructions by clicking on the "**Confirm Current Email Address**" hyperlink.



Alternatively, you can copy and paste the Email Code into the box on this screen and click **Next**.

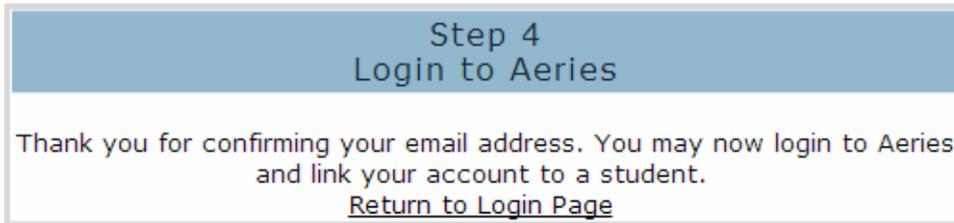
The image shows a screenshot of a web form titled "Step 3 Email Verification". The form contains the following text:

A verification email has been sent to your email address from:
AeriesPortals@corninghs.org
Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:

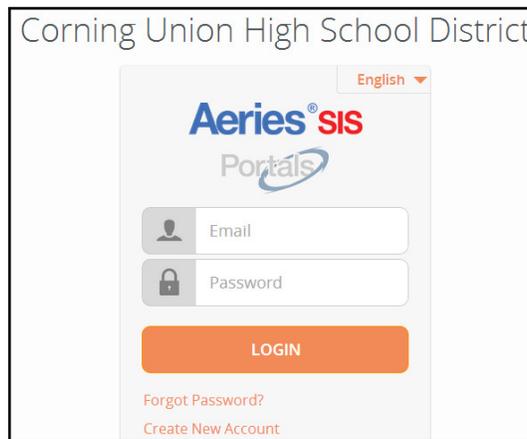
Email Code:

Below the input field are two buttons: "Previous" and "Next".

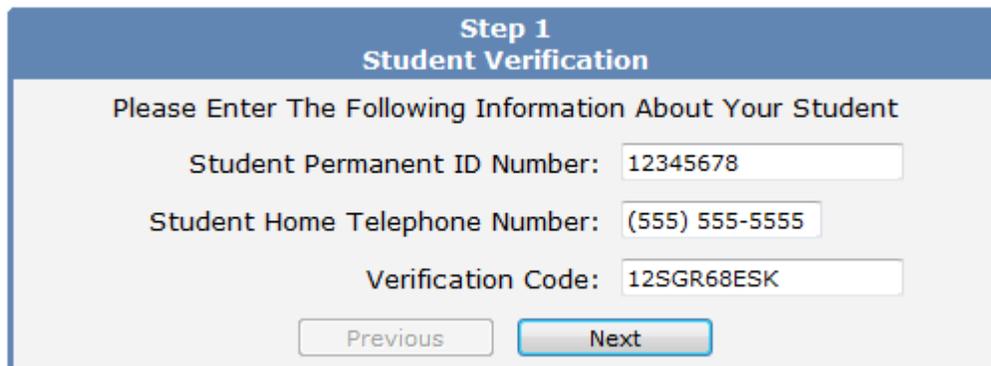
When you do either of those your browser will load a page where you will continue.



Click on Return to Login Page and the login screen will appear.



Enter the Email Address and password that you used to create the account and your browser will load an interface where you will identify your student.



In this screen you will enter the information your student's school provided you. First enter the Permanent ID, next the Telephone Number (note that this is the 10 digit phone number of record on your student's record) and finally the Verification Code. Then click the "Next" button to continue.

Step 2
Emergency Contact Verification

Your account is now linked to Allan Abbott.

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
Adam Abbott	Father
Sara Abbott	Mother
Alice Abbott	Friend
Bonnie Johnson	Friend
George Abbott	Grandfather
Paul Smith	Cousin
None of the above	

Previous
Next

The purpose of this screen is to update the school's contact record with your email address (the one you entered in the "Account Information" above). Please click on the row that represents you then click Next to continue. If you are not among those listed please select the "None of the above" option. Click "Next" to continue.

Step 3
Process Complete

Your account is now linked to Allan Abbott.

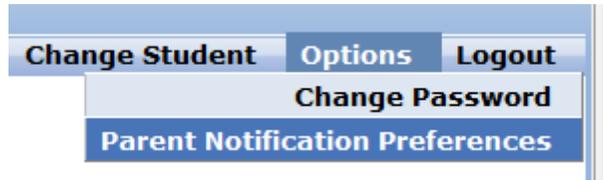
Add Another Student to Your Account

At this point you can either Add Another Student to Your Account by clicking the button or, if you have no more students to add, click on one of the options on the Menu bar to view information about your student.

Home
Student Info
Attendance
Grades
Test Scores

You may see different options on the menu bar than what are illustrated here depending on what areas of information the school has chosen to make visible to the portal.

One of the first things you may want to do is sign up for Weekly Progress Report Emails. To do this, go to the Options menu and select Parent Notification Preference.



You will see the following.

A screenshot of the 'Parent Notification Preferences' form. It has a blue header with the title. Below the header are three rows: 'Receive Weekly Progress Email?' with a checked checkbox, 'Preferred Day:' with a dropdown menu showing 'Thursday', and 'Preferred Time:' with a dropdown menu showing '2:00 PM'. At the bottom is a 'Save' button.

Check the box next to Receive Weekly Progress Email and select a Preferred Day and Preferred Time and click Save. You will see a screen indicating that your settings have been saved.

A screenshot of the 'Parent Notification Preferences' form, identical to the previous one, but with a yellow highlight around the text 'Settings Saved' which appears below the 'Preferred Time' dropdown. The 'Save' button is still visible at the bottom.

Now you have an account on Aeries Parent Portal. From now on you will enter your email address and password and click the "Log In" button to enter Aeries Parent Portal at:

<https://aeries.corninghs.org/portal>

