Creating New Parent and Student Accounts on Parent/Student Information Portal
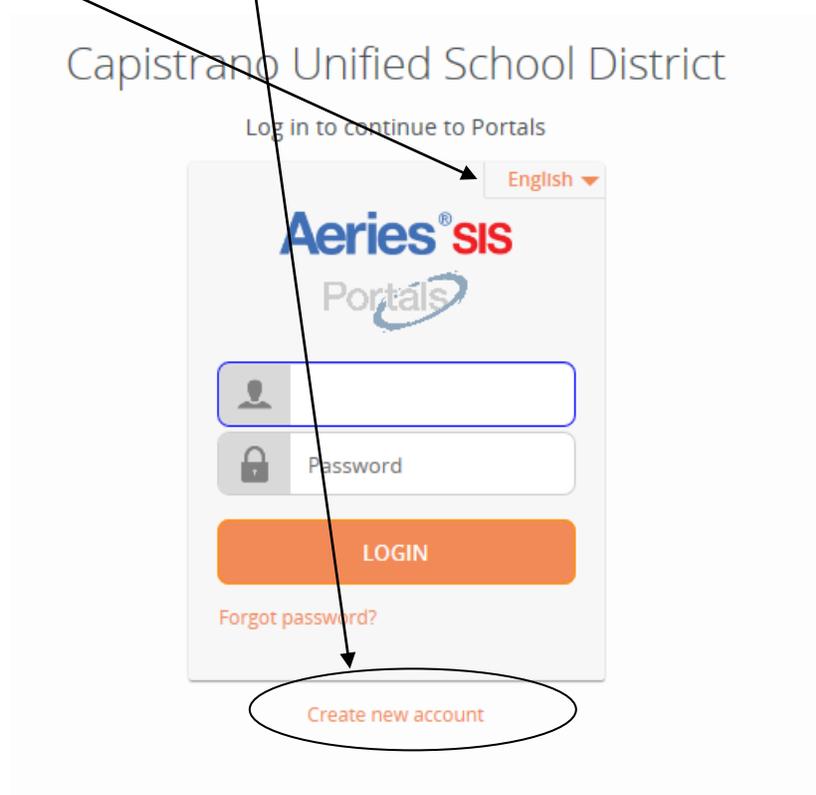
Prior to creating an account it is recommended that you add the following e-mail addresses CUSDSupport@CAPOUSD.ORG and ABISUPPORT@CAPOUSD.ORG to your "contacts" or "safe senders" list in order to receive the confirmation e-mail.

Open your internet browser. Type in the URL address portal.capousd.org

In order to create an account, you must have received 3 pieces of information from your student's school. You cannot create an account without these items. This includes:

1. Permanent ID
2. Home telephone number on file
3. Verification Code

Select a Language then, Click on CREATE NEW ACCOUNT located on the bottom.

Capistrano Unified School District

Log in to continue to Portals

English ▼

Aeries® SIS

Portals

LOGIN

Forgot password?

Create new account

Step 1
Account Type – Student or Parent/Guardian

◉ Parent   ○ Student

Previous   Next

Parents should click on the circle to the left of Parent. Students should click the circle to the left of Student. A dot will appear next to the selected type. !! It is important you select the correct account type.

Click on NEXT

Step 2
Account Information

Please Enter The Following Information About Yourself

Email Address:	cusdparent@capousd.org
Verify Email Address:	cusdparent@capousd.org
Password:	•••••••••••
ReType Password:	•••••••••••

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

[Previous] [Next]

Type in your email address in the Email Address box like the example.

Retype your email address in the Verify Email Address box.

Type in a password in the Choose Password box.

Retype the same password in the Retype Password box.

Click on NEXT

You will be able to change your password once your account has been created.

**E-mail addresses shown are examples only.

IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL FIRST IN ORDER TO CONTINUE CREATING YOUR ACCOUNT.

Step 3
Email Verification

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

Email Code: [ ]

[Previous] [Next]

STOP!

DO NOT click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue. If you do not receive the confirmation e-mail within a few minutes, please check your Spam or Junk E-mail folder.

Open your email program. Open the email from abisupport@capousd.org. You will receive a message similar to the example below. Please click on the Confirm Current Email Address link in the email message.

If the link does not work, please follow the remaining directions in the email. **DO NOT DO BOTH**. These remaining directions are **ONLY** used if the Confirm Current Email Address link does not work.

* All numbers and codes are examples only.

From: abisupport@capousd.org [mailto:abisupport@capousd.org]
Sent: Thursday, October 27, 2011 11:31 AM
To: CUSD Parent
Subject: Aeries Browser Interface Account Verification

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://abi.capousd.org/pabi/ConfirmEmail.asp

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: cusdparent@hotmail.com
Email Code: PM38

Final Step
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.
Return to Login Page

This window will appear once you have clicked on Confirm Email Address in the previous screen.

Click on the link Return to Login.

Enter your e-mail address and password you created.

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number: _____

Student Home Telephone Number: _____

Verification Code: _____

Previous   Next

Please use the information provided to you by your child's school in a letter or report card.

Note: If your e-mail address is already in our database, this step happens automatically, and you can follow the screen prompts to finish the account setup process.

If your e-mail is not in our database you will need to enter the information provided by the school.
Enter the Student Permanent ID number.
Enter the Student Home Telephone Number
Enter the Verification Code

Step 2
Emergency Contact Verification

Your account is now linked to Pippy Longstocking.

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

Name	Relationship
Sippy Longstocking	Mother
Drippy Longstocking	Father
Dr Spock	Other Relationship
Tippy Longstocking	Emergency Contact
Nippy Longstocking	Emergency Contact
None of the above	

[Previous] [Next]

Select your name from the list if it appears, otherwise select - None of the above.

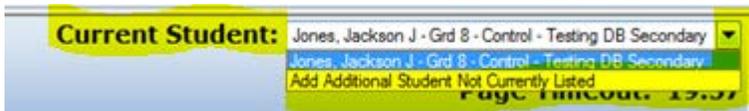*All names shown here are fictional.

Click on Next>>

Step 3
Process Complete

Your account is now linked to Pippy Longstocking.

[Add Another Student to Your Account]

Parents may **add additional students** by selecting the drop-down arrow in the **"Current Student:"** box located in the upper right corner and select **"Add Additional Student Not Currently Listed"** or selecting the button. Enter student ID, Phone number, and Verification code found on the letter you received for that student.

Current Student: Jones, Jackson J - Grd 8 - Control - Testing DB Secondary
Jones, Jackson J - Grd 8 - Control - Testing DB Secondary
Add Additional Student Not Currently Listed

If you are having problems creating the account or attaching your student to the account, please email abisupport@capousd.org for assistance.

To access the Parent Portal open your internet browser. Type in the URL address portal.capousd.org but instead of clicking on Create New Account, use the e-mail address you used to create the account, plus the password you created to access student information.