

ABI PARENT PORTAL

Keep up with your student's progress online. Parent Portal is an online tool that tracks grades, attendance, course history, discipline issues, and demographic and health/immunization data for you to see.

How is an Account Created?

You will need to have the following information to create an account:

- a VPC: Verification Passcode
- your Student's Permanent ID
- your home telephone number

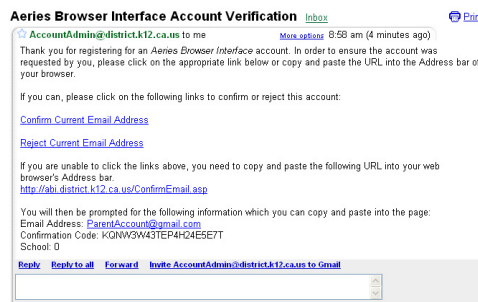
With this information you can go to the ABI Parent website at HAC.chicousd.org and Click on the Create New Account link.



This will take you through the Registration Wizard. During this process, you will be asked for your Account Type: Parent or Student.

Next you will be prompted for your email address and a password to use for your new account.

After that step, an email will be sent to your email address and the registration process will be halted until you go to your email inbox and click a Confirm link in the email that is sent.



Important Note: If you do not receive a return email from the system, please check to see if the email ended up in your junk email folder, or ensure that you do not have a spam email blocker in place.

You can either click on the Confirm or Reject links or, if the links are not active, you can manually go to the URL specified and manually confirm or reject the account.



| Enter Account Information | |
|-----------------------------------------------------------------------------|-------------------------|
| Email Address: | ParentAccount@gmail.com |
| Confirmation Code: | KQNW3W43TEP4H24E5E7T |
| School: | 0 |
| <input type="button" value="Accept"/> <input type="button" value="Reject"/> | |

If you click on the Confirm link, the following webpage will be displayed and you can continue with the registration process.

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

The registration process will continue and ask for the Student Permanent ID Number, the Student Home Telephone Number, and the Verification Code for the student you wish to view.



| Step 4 Student Verification | |
|-----------------------------------------------------------|---------------------------------|
| Please Enter The Following Information About Your Student | |
| Student Permanent ID Number: | 201523 |
| Student Home Telephone Number: | (714) 571-1899 |
| Verification Code: | V4CYP3UYUR Help |

The next step in the registration process for parent accounts is a listing of every contact record for your child and a prompt for “Which Record Represents You?”



| Step 5 Emergency Contact Verification | |
|----------------------------------------------------------------------------------------------------|----------|
| Chris R Smith has been added to your account. | |
| Please choose the Contact record that represents you so the email address can be properly updated. | |
| Name | Relation |
| <input checked="" type="radio"/> John Smith | Father |
| <input type="radio"/> Amanda Smith | Mother |
| <input type="radio"/> Kathy Horsely | |
| <input type="radio"/> Dr. Fred Jones | |
| <input type="radio"/> None of the above | |

If a record is chosen, the email address for that contact record will be changed to the email address of this account. If that contact record already has an email address, an email will be sent to the old email address informing the owner of that email address that the email address stored in Aeries has changed and that if there is concern about this change, they should contact the school.



| Step 6 |
|---------------------------------------------------------------------------------------------------------------|
| Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record. |
| Click Here to login to the Aeries Browser Interface and view your student's information. |

Now that the account is created, you can use the login page to login to the system and view the information about your child/ren.

IMPORTANT NOTICE: At any point if you are on the Parent Portal and you see a student that is not yours, please report it to the school office immediately.