

## Creating New Accounts on the FSUSD Parent Portal

Open your internet browser. Type in the FSUSD Parent Portal URL address at <https://abip.fsusd.org/ParentPortal/>. The following login screen appears.



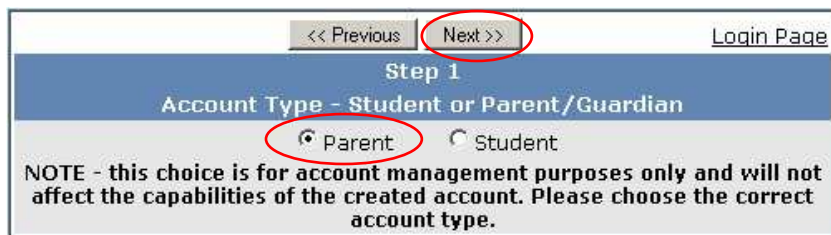
Click the CREATE NEW ACCOUNT link as shown on the login screen.

To create a new account, you must have received the following information from your student's school.

- Student Permanent ID Number
- Verification Code

The above information can be found on the 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester Report Card for Green Valley and Rodriguez students. A sample copy of the report card can be found at the last page of this document.

In addition, you need to have a personal email address and the student's home phone number that matches the phone number stored in our Student Information System.



Select "Parent" as the Account Type and click the "Next" button to continue.



Enter your email address and choose a password. Type twice for both email and password. Then click the "Next" button to continue. A verification email is now being sent to your email address.

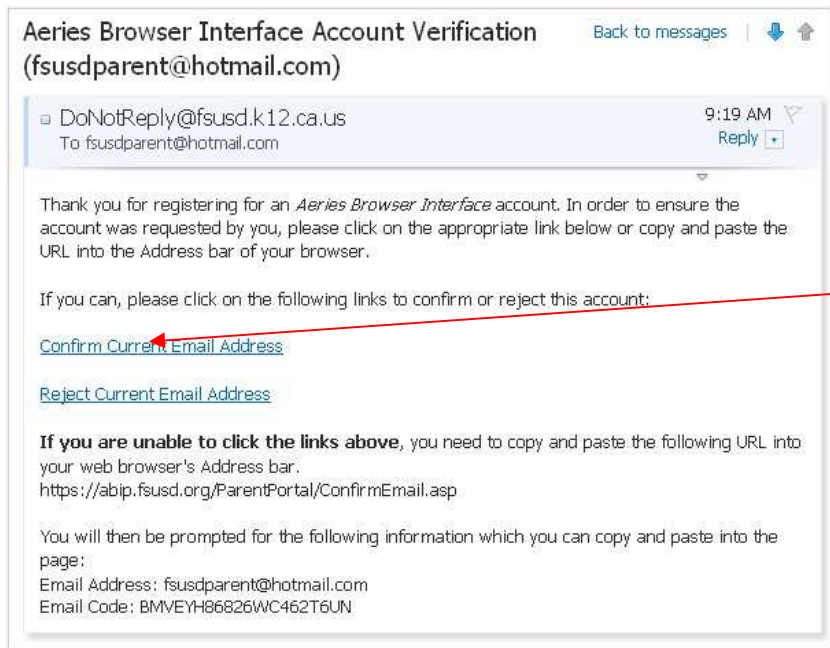
**You will be able to change your password once your account has been created.**

\*Email addresses shown on the above screen printout are for examples only.

**IMPORTANT: You must open, read, and follow the instructions in your email now in order to continue with your account creation.**



**DO NOT** click the "Next" button before you open and read the email (see below) that the FSUSD Parent Portal sent you. Once you have confirmed your email address, you may continue.



Open the mailbox for the email account you entered above. Once open, click on the email with the subject line of "Aeries Browser Interface Account Verification" as shown left. Then, click the [Confirm Current Email Address](#) link in the email message

If the link does not work, please follow the remaining directions in the email. The remaining directions are only to be used when the [Confirm Current Email Address](#) link fails to work. **Avoid doing both.**



A window similar to the one as shown on the left will appear once you have confirmed your email address

Click on the [Click Here](#) link to continue.

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**Step 4**  
**Student Verification**

**Please Enter The Following Information About Your Student**

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Please use the information you received from your student's school as well as your child's home phone number to complete the left screen.

Then click the "Next" button to continue.

- \*Student Permanent ID Number is a unique 6-digit number assigned to each student.
- \*Student Home Telephone number must include area code. Enter numbers only.
- \*Verification Code is a random 10-digit code containing numbers and upper case letters.
- \*All the above numbers and code shown are fictional and for demonstration only.

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**Step 5**  
**Emergency Contact Verification**

**Joe Doe 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 type="radio"/> Thomas Doe	Father
<input type="radio"/> Mary Doe	Mother
<input type="radio"/> Jane	Emergency Contact
<input type="radio"/> Paula	Emergency Contact
<input checked="" type="radio"/> None of the above	

Click on the circle next to your name to update your contact email address in our Student Information System.

Then click the "Next" button to continue.

[Login Page](#)

**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.**

You get a confirmation message indicating your Parent Portal account has been created.

Click on the [Click Here](#) link to log into your account.

GREEN VALLEY MIDDLE				2nd Quarter Report Card			10/18/2010 - 12/16/2010	
Student Name: [REDACTED]		Number: [REDACTED]		Perm ID: [REDACTED]		Sex: F	Grade: 7	Counselor: Unassigned
Per	Course	Teacher	Mark	Cit	W/H	Abs	Comments	
1	Pre-Algebra	Schwarzbach	A-			0	Excellent Effort	
2	OPP: English	Murphy	B+			0	Variable grading due to IEP	
3	World History	Fulton	B-			0		
4	OPP: Science	Murphy	B+			0	Variable grading due to IEP	
5	Drama	Loudon	A-			0	Positive attitude and effort	
6	PE - Coed 7 Fall	Olsen	A+			0		

Student Permanent ID and Verification Code for Parent Portal

Student Permanent ID: **999999**

Verification Code: **EW35WW56M4**

Academic GPA: 3.50

Academic GPA: 3.67\*

Scholarship Marks:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

P = Passing

I = Incomplete

Citz/Wrk/Hbts Marks:

N = Needs Improvement

O = Outstanding

S = Satisfactory

\* - Based on Cumulative Grades

U = Unsatisfactory

FAIRFIELD SUISUN SCHOOL DISTRICT  
 GREEN VALLEY MIDDLE  
 1350 GOLD HILL RD  
 FAIRFIELD, CA 94534

PRESORTED FIRST CLASS MAIL  
 US POSTAGE PAID  
 FAIRFIELD CA 94533  
 PERMIT NUMBER: 60

ADDRESS SERVICE REQUESTED