



## Aeries Online Parent Portal Account Setup Tutorial

This tutorial will show the step by step procedure for parents to create an account in the new Snowline School District Aeries Student Information System. Parents will be able to access their child's grade, attendance & teacher information via the snowlineschools.com website using the Aeries Browser Interface (ABI).

All students are given a permanent student ID number within the new system.

**For parents to access the ABI system, they must have their:**

1. **Child's student permanent ID number**
2. **Telephone number on record**
3. **School verification code**

Students will be given this information to take home from their school. If your child did not receive this info, please contact their school office to request it.

1. Open your web browser (Internet Explorer, Firefox, etc.) and go to <http://parent.snowlineschools.com/abi/>

2. Click the "Create New Account" link in the bottom left corner.

3. Step 1 of the sign up process brings up the account type options. Choose the appropriate selection for the account you want to create.

- Enter your email address and the password you want the Aeries account to use. Passwords can be changed after the registration process is completed. Click on the "Confirm Current Email Address" link within the email.

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**Step 2**  
**Account Information**

<b>Email Address:</b>	<input type="text" value="ParentAccount@gmail.com"/>
<b>Verify Email Address:</b>	<input type="text" value="ParentAccount@gmail.com"/>
<b>Choose Password:</b>	<input type="password" value="••••"/>
<b>Retype Password:</b>	<input type="password" value="••••"/>

A verification email will be sent to your email address from  
**AccountAdmin@district.k12.ca.us.**  
 Before continuing, Please add this email address to your "contacts" or "safe senders" list  
 to ensure you receive this email.

- After that step, an email will be sent to that 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 was sent.

**Aeries Browser Interface Account Verification** [Inbox](#)  Print

★ [AccountAdmin@district.k12.ca.us](mailto:AccountAdmin@district.k12.ca.us) to me [More options](#) 8:58 am (4 minutes ago)

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.  
<http://abi.district.k12.ca.us/ConfirmEmail.asp>

You will then be prompted for the following information which you can copy and paste into the page:  
 Email Address: [ParentAccount@gmail.com](mailto:ParentAccount@gmail.com)  
 Confirmation Code: KQNW3W43TEP4H24E5E7T  
 School: 0

[Reply](#)   [Reply to all](#)   [Forward](#)   [Invite AccountAdmin@district.k12.ca.us to Gmail](#)

- The "Enter Account Information" window will open. Enter the email address, the confirmation code and school code in the corresponding fields. Then click the "Accept" button.

**Enter Account Information**

<b>Email Address:</b>	<input type="text" value="ParentAccount@gmail.com"/>
<b>Confirmation Code:</b>	<input type="text" value="KQNW3W43TEP4H24E5E7T"/>
<b>School:</b>	<input type="text" value="0"/>

Accept   Reject

7. The following message will appear if all the information is correct.

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

8. The registration process will continue on Step 4, which is the Student Verification form. The information provided by your child's school will need to be entered in to these fields. **If you do not have this information, contact your child's school office. The registration process will need to be restarted if you exit out of the sign up process.**

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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:**  [Help](#)

9. Choose your name in the list for Step 5. If your name is not on the list, choose "None of the above" then click next.

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**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	

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

**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.**

**For questions on using the Aeries Browser Interface, contact your child's school office.**

For technical support, contact [ariessupport@snowlineschools.com](mailto:ariessupport@snowlineschools.com)

## How to Add Additional Students to an Account



[Logout](#) | [Change Password](#) | [Change Email](#) | [Home](#) | Current Student Acosta, Taryn J - Grd 11

# Eagle High School

1/31/2006 10:53:32 AM  
Page Timeout: 118:40

1. After logging into ABI, you will see the header bar at the top of the screen with a dropdown menu.



Current Student Acosta, Taryn J - Grd 11

- Acosta, Taryn J - Grd 11
- Add Additional Student Not Currently Listed**

2. Click the dropdown list and choose: “**Add Additional Student Not Currently Listed**”



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### Step 1

#### Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:  [Help](#)

3. You will be taken to a page that will prompt for the new student’s ID number, telephone number and verification code. This information is given to all students from their school.



[Return to Main Menu](#)

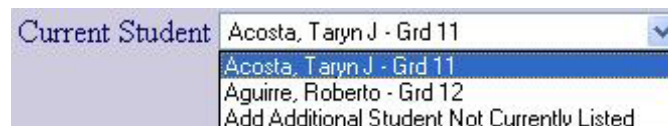
[Next >>](#)

### Step 2

#### Emergency Contact Verification

**Roberto Aguirre has been added to your account.**

4. Once the system confirms the information is correct, a confirmation will be displayed.



Current Student Acosta, Taryn J - Grd 11

- Acosta, Taryn J - Grd 11
- Aguirre, Roberto - Grd 12**
- Add Additional Student Not Currently Listed

5. You will see multiple students in the **Current Student** dropdown list and can easily switch between viewing them by simply clicking on the one they wish to view.

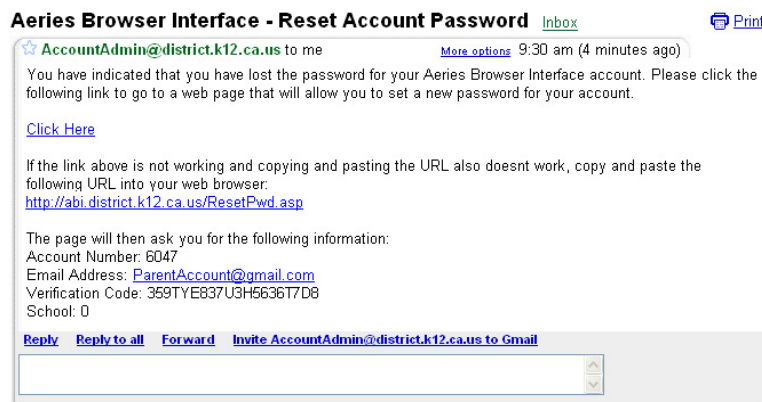
## Forgot Your Password?



1. Go to <http://parent.snowlineschools.com/abi/> and click the “Forgot your password?” link in the bottom right corner.



2. Once the link is clicked, you will be taken to a page where you can enter their email address. After you enter your email address, click the Go button and an email will be sent to you.



3. You can click on the “Click Here” link in the email or can manually go the URL specified and enter the required information.



4. Once you click the link, the system confirms that the process has been followed correctly and allows you to enter a new password for your account.