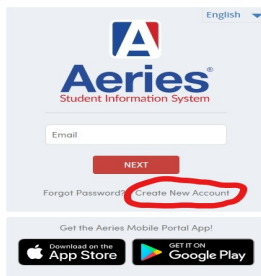


CREATING AN AERIES PORTAL ACCOUNT

1. Go to: <https://hvsud.hosted.suhd.net/Parent/LoginParent.aspx>
2. Click "Create New Account" in the lower left-hand corner

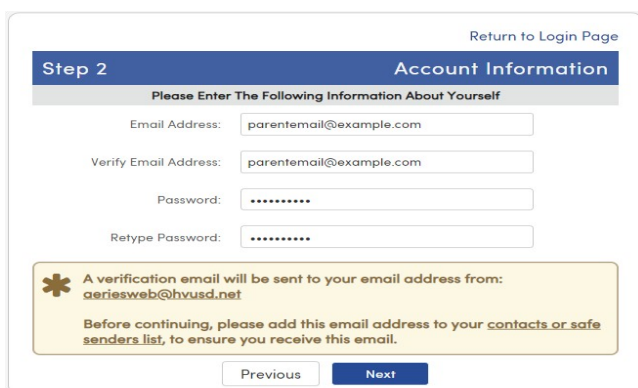
Happy Valley Union Elementary School District



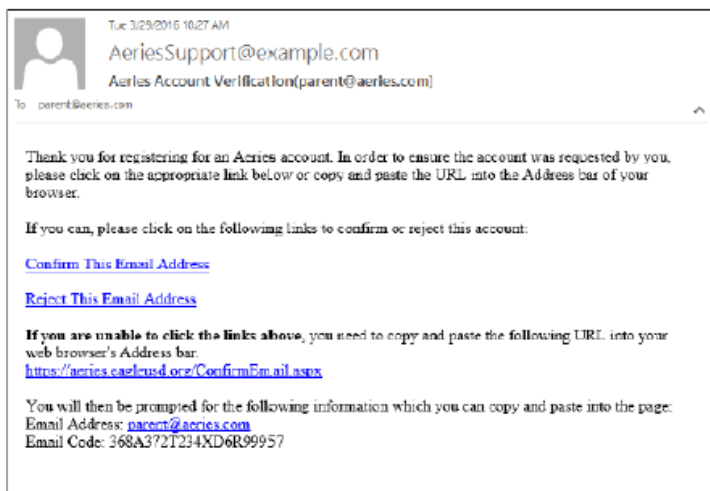
3. You will be prompted to select if you would like to create a Parent or Student Account. Make your selection and click "Next".



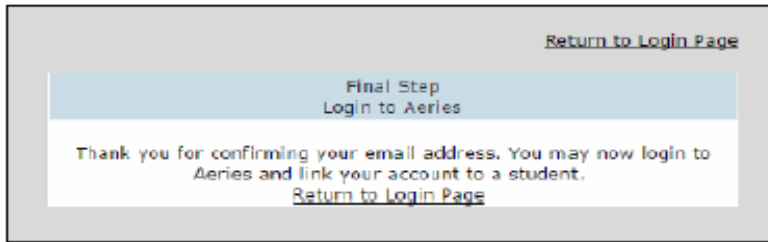
4. Enter your email address and a password to access your account and click "Next".



5. A verification email will be sent to the email address you just provided. Click on the "Confirm this Email" link in the email. If you are unable to click on this link, follow the instructions in the email to manually verify your email address.



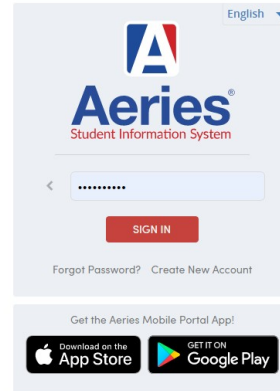
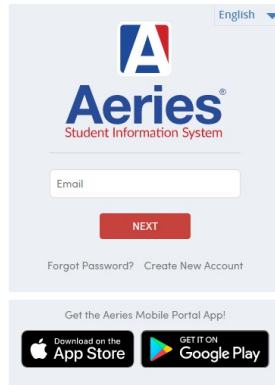
6. Once you have verified your email address, you should see the following screen. Click on the “Return to Login Page” link.



7. On the login screen enter your email address and click “Next”. Enter your password and click “Sign In”.

Happy Valley Union Elementary School District

Happy Valley Union Elementary School District

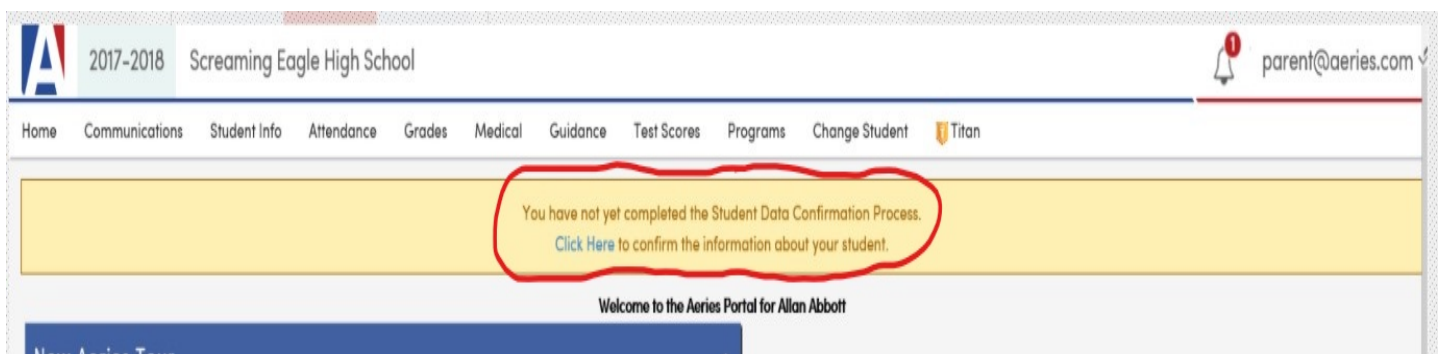


8. You will now complete the account registration process by entering your students ID number, primary telephone number, and verification code provided by your child’s school site and click “Next”.

A screenshot of a web form titled "Step 1 Student Verification". The form has a blue header with the text "Please Enter The Following Information About Your Student". Below this, there are three text input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". At the bottom of the form are two buttons: "Previous" and "Next".

9. When setting your parent account you will then see a list of all contacts currently attached to your student’s record. Click on **your** name and click Next to complete the process.

10. When your student's page opens, you should see the following notice:



11. After clicking on "Click Here" this is what you should see:

Follow the instructions on each tab below to complete Registration.

✓ Family Information

✓ Income

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

7 Authorizations

8 Final Data Confirmation

Please review the following and allow/accept or deny/decline your consent. EACH Authorization & Prohibitions item must have a STATUS response in order to complete the registration process. SAVE.
IF * Response Required still appears, one or more items has not yet saved. Once all items have been completed, the Red Message "Response Required" will disappear.

Description	Status
Include in Student Address Directory Listing	<input type="checkbox"/> Deny
Voluntary Student Accident Insurance	<input type="checkbox"/> Interested <input type="checkbox"/> Not Interested
Use the Internet	<input type="checkbox"/> Deny
* Release Records to Military	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
* Photo Use in District Brochures and Press Releases	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
Surveys Permitted	<input type="checkbox"/> Deny
Release of Student Transcripts	<input type="checkbox"/> Deny
Use on District Website	<input type="checkbox"/> Allow
* Response Required	

Confirm and Continue

Save

12. You will click on Family Information and work through each tab until you get to the Final Data Confirmation.

13. If you have multiple students that are enrolled in the district, you can update information for each of them:

The Current Student will always be shown at the top

Allan Abbott
Screaming Eagle High School - ...

Welcome to the Aeries Portal for Allan Abbott

Class Summary

Parents can switch between Students or Link new Students by clicking on the Student shown at the top

Allan Abbott
Screaming Eagle High School - ...

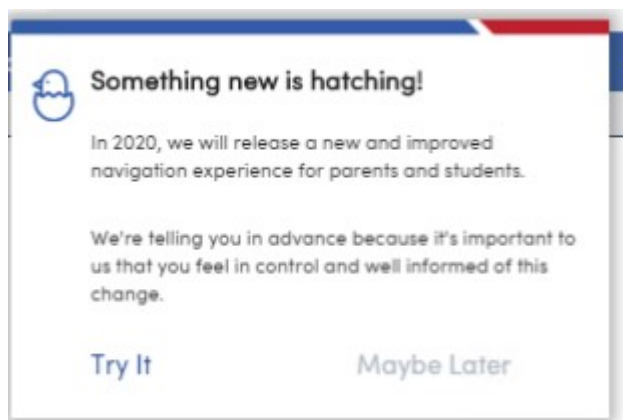
Abel Alavez
Golden Eagle Elementary School - Grade 4

Alice Abdelnour
Screaming Eagle High School - Grade 9

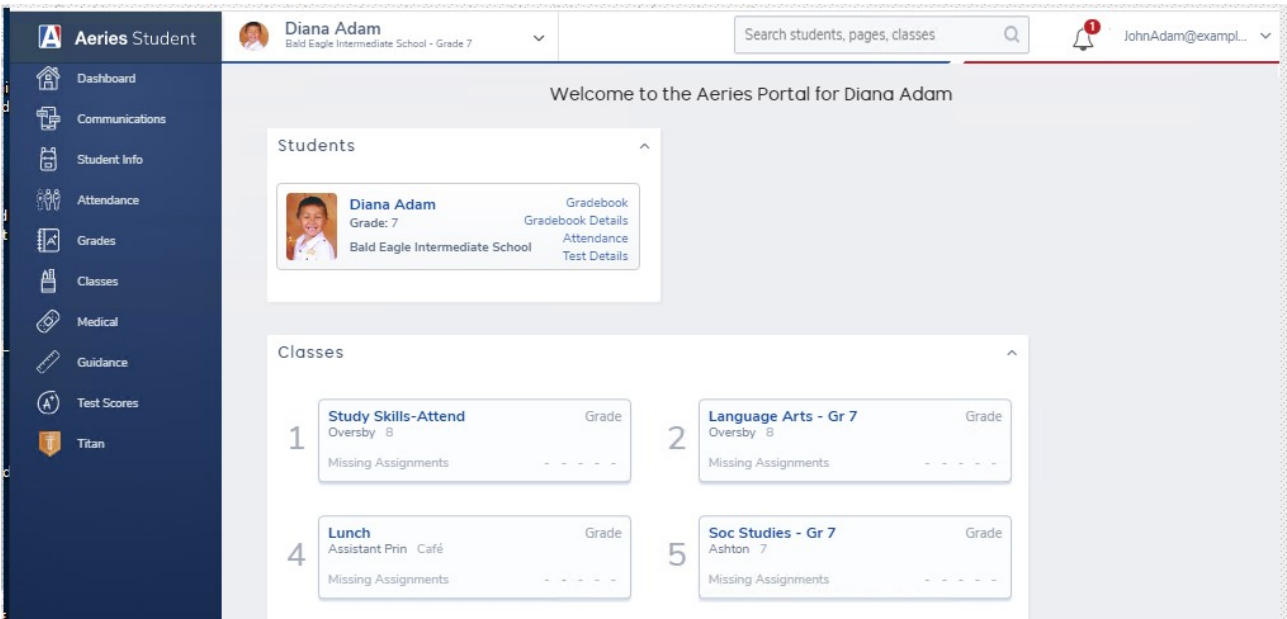
Kristy Milchovich
Screaming Eagle High School - Grade 9

Link a New Student

14. You may also see this pop-up at some point:



14. If you click on "Try It" you will see all of the options that you have access to regarding your student's information including the new communication system, Parent Square:



If you have any questions or need help creating your Parent Account in Aeries, please feel free to call the District Office at (530) 357-2134.