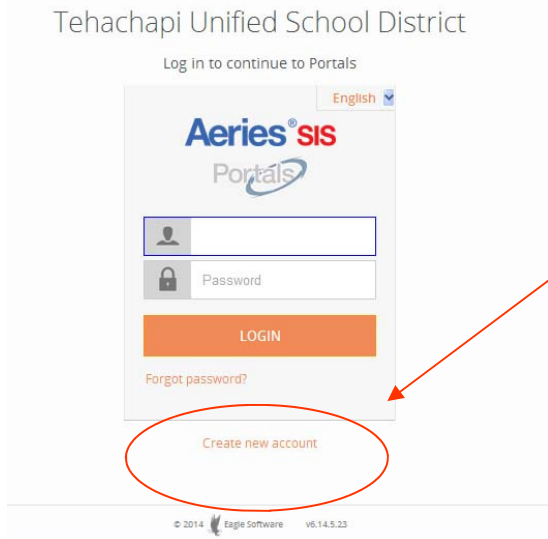


Creating New Parent Accounts on TUSD Parent Portal

Open your internet browser. Type in the URL address <https://www.accessmystudent.com/tehachapi>



Click on CREATE NEW ACCOUNT located on the bottom.

In order to access a student after you created an account, you must have received this information from your student's school.

This includes:

Permanent ID number
Verification Code

This information must be supplied by your student's school.



Parents should click on the circle to the left of **Parent**. A green dot will appear next to the selected type.

Click NEXT



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

Retype you 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 NEXT

** All email 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.

[Return to Login Page](#)

**Step 3
Email Verification**

A verification email has been sent to your email address from:
tllemen@teh.k12.ca.us
Click the "Confirm" link provided in that email or copy and paste the
Email Code into the field below:

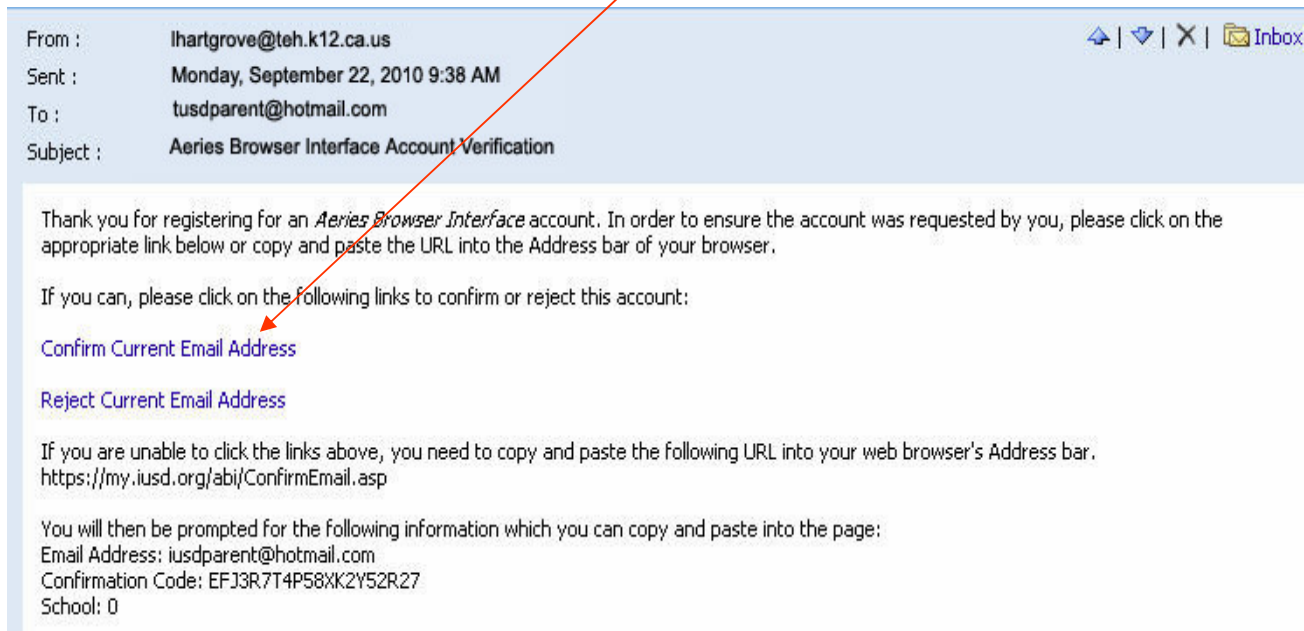
Email Code:

**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.

Open your email program. Open the email from lhartgrove@teh.k12.ca.us. 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.



**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 [Click Here](#)

[Next >>](#)

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 provided to you by your student's school.

Enter the student Permanent ID Number.
Enter the Student Home Telephone Number.
Enter the student Verification Code.

Click Next

* All numbers and codes are examples only.

[<< Previous](#) [Next >>](#)

Step 5
Emergency Contact Verification

Two 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"/> Homer Doe	Unknown
<input type="radio"/> Mary Doe	Mother
<input type="radio"/> Dr. Jones	Caregiver
<input checked="" type="radio"/> None of the above	

Click on the circle next to your name.

Click Next.

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.

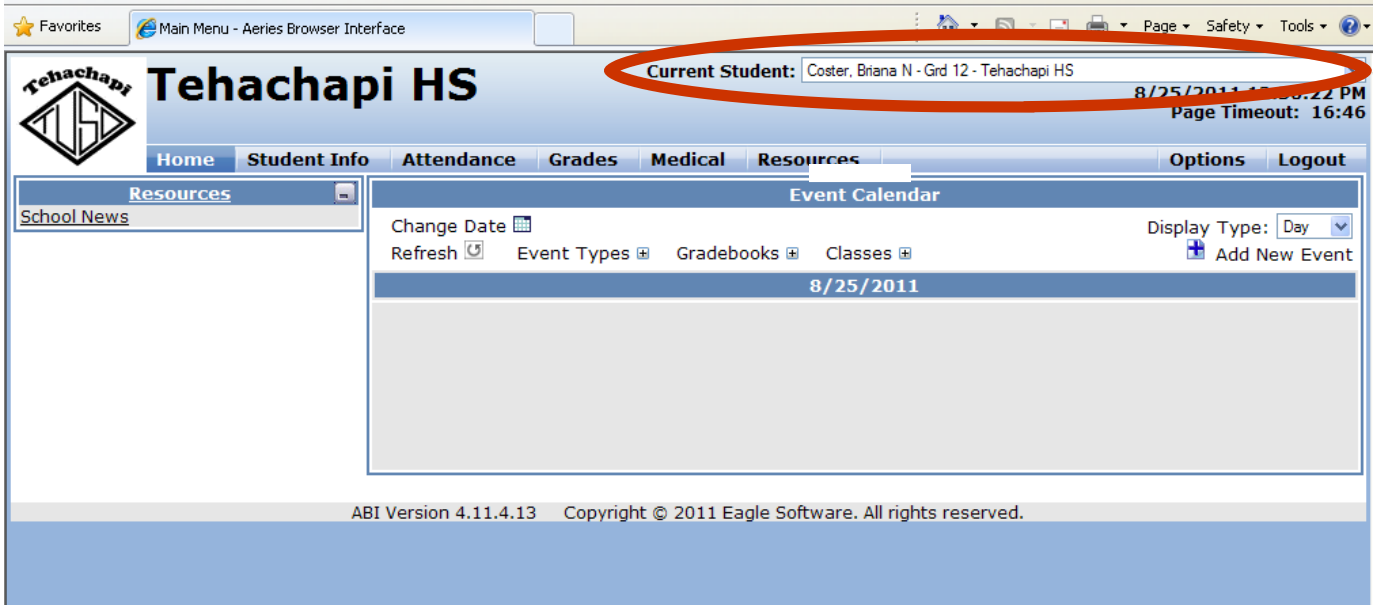
You are ready to view your student's information!

Click on [Click Here](#)

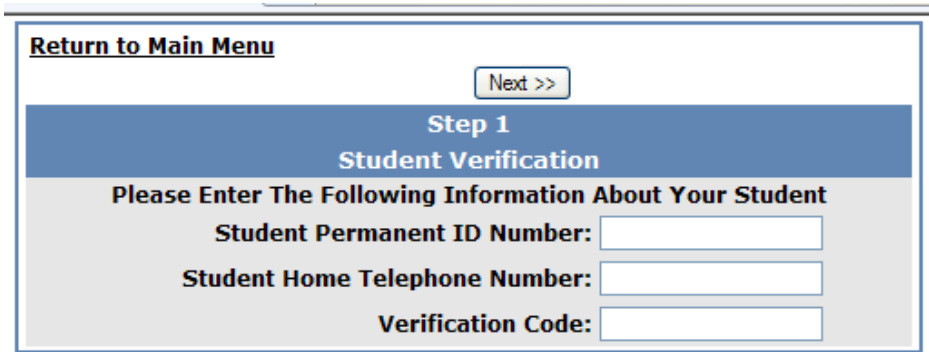
If you have multiple students you can add them now.
See the instructions on the next page.

If you are having problems creating the account or attaching your student to the account, please email LHartgrove@teh.k12.ca.us for assistance.

To add more students to your account click in the box in the upper right corner where the name of your current student is listed. You will see a dropdown box, Select “Add Additional Student not Currently Listed”



Now just enter the information needed for the new student. You will need to get this information from your student’s school site.



If you need to add more students to your account click on the “Click Here to add student’s to your account” and then you are back to step 1. Or if you went back to the main menu just start with the direction at the top of this page.

