Creating an Parent or Student Account in ABI Parent Portal

The steps in this quick reference guide will walk you through the steps to create a new account for the ABI Parent Portal.

1. Launch Internet Explorer, Safari, or equivalent web browser.

2. Enter the following URL into the address bar:
   https://portal.sbcusd.com/abi_parent

3. Press the **[Enter]** key to launch the **Welcome to Aeries** login screen.

4. Click on the **Create New Account** link (bottom of login screen).

5. Verify that ⊙ **Student** or ⊙**Parent** is selected and then click the ⌊Next >>⌋ button.

6. In the **Email Address** field, enter your email address (e.g., tinasmith@aol.com).

7. In the **Verify Email Address**, enter the exact same email address as in Step 6.

8. In the **Choose Password** field, enter a password that you would like to use.

> ☞ Passwords are case sensitive. Do not use the **\ " ! # $ % &** symbols. When changing passwords, new passwords cannot be like old passwords (e.g., huckleberry1 to huckleberry2).

9. In the **Retype Password** field, enter the exact same password as in Step 8.

10. Click the ⌊Next >>⌋ button. The **Student Verification** screen appears.

11. Wait for the ABI system to send you an email to confirm your email address. When it arrives, open the email and click on the **Confirm Current Email Address** link. The **Thank you. Your account has been verified…** message appears.

> Click on the **Click Here** link, from inside the **Thank you** message, to return to ABI and complete setting up ☞ If you get interrupted and cannot complete the account creation steps here, launch the ABI Parent Portal program again and click the **Create New Account** link from the login screen.

12. In the **Student Permanent ID Number**, enter the student's 6-digit permanent ID number that appears on the mailing label.

13. In the **Student Home Telephone Number**, enter the student's area code and telephone number (e.g., 9095551234) that appears on the mailing label.

14. In the **Verification Code** field, enter the VPC code that appears on the mailing label. This code is **not** case sensitive therefore you can enter the alphabetic characters in either upper or lowercase.

15. Click the ⌊Next >>⌋ button. The **Emergency Contact Verification** screen appears.

16. Select your name from the list provided and then click the ⌊Next >>⌋ button. The list contains all names stored as emergency contacts for your student.

17. At the **Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record** message, click on the **Click Here** link to login to the ABI Parent Portal.

> ☞ Refer to the **Logging In and Out of the ABI Parent Portal** Quick Reference Guide for instructions on how to login, add additional students, and find student data within the ABI Parent Portal.

Use the info on your
VPC Sticker or printout