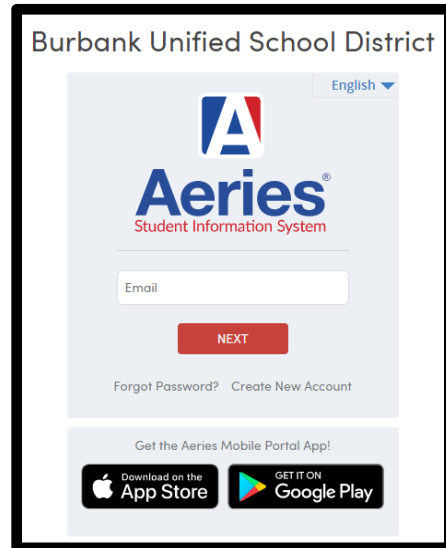


## To Create a Student Aeries Account

1. Look up "BUSD Aeries." Click Portals-Aeries.
2. Click "Create New Account"



3. Create Student Account
  - a. Step 1: Click Student

A screenshot of the Aeries Student Information System Step 1: Account Type - Parent/Guardian or Student. The page shows the Aeries logo and a "Return to Login Page" link. Below the title, there are two radio button options: "Parent/Guardian" and "Student". The "Student" option is selected. At the bottom, there are "Previous" and "Next" buttons.

- b. Step 2: Type in your personal email that you check on a regular basis.

A screenshot of the Aeries Student Information System Step 2: Account Information. The page shows the Aeries logo and a "Return to Login Page" link. Below the title, there is a heading "Please Enter The Following Information About Yourself". There are two input fields: "Email Address:" and "Verify Email Address:". Below the input fields, there is a yellow box with a star icon containing the text: "A verification email will be sent to your email address from: DoNotReply@aeries.com. Before continuing, please add this email address to your contacts or safe senders list, to ensure you receive this email." At the bottom, there are "Previous" and "Next" buttons.

c. Step 3: A verification code will be sent to your personal email from DoNotReply@burbankusd.org. Check your personal email and open the email. Scroll to the bottom where it says “email code” and type in the code OR press “Confirm Email”.

Return to Login Page

**Step 3** **Email Verification**

✔ A verification email has been sent to your email address from:  
[DoNotReply@BurbankUSD.org](mailto:DoNotReply@BurbankUSD.org)

Click the [Confirm](#) link provided in the email or copy and paste the Email Code into the field below

Email Code:

4. After you have created your account, click “return to login.”

5. Login with the account you’ve just created.

6. Enter your permanent 9 digit student ID number, verification code, and home phone. You must copy the exact numbers and code from the *Aeries Portal Letter* sent by the district. Please contact [AtHomeSupport@burbankusd.org](mailto:AtHomeSupport@burbankusd.org) if you have any difficulties.

2019-2020 Burbank Unified School District

Home Student Info Change Student

**Step 1**  
Student Verification

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

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

7. Congratulations, you have created your Student Aeries Account.