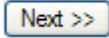


# Quick Reference Guide

## ABI (Aeries Browser Interface)

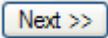
### Creating an Account in the ABI Student Portal

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

1. You will need a mailing label that has your Aeries student permanent ID# (6 digits), your Aeries primary telephone number, and a verification pass code (VPC). This is available through your school site office.
2. Launch Internet Explorer or equivalent web browser.
3. Enter the following URL into the address bar:  
**https://portal.sbcusd.com/abi\_parent**
4. Press the [Enter] key to launch the **Welcome to Aeries** login screen.
5. Click on the **Create New Account** link (bottom of login screen).
6. Verify that  **Student** is selected and then click the  button.
7. In the **Email Address** field, enter your email address.
8. In the **Verify Email Address**, enter the same email address again.
9. In the **Choose Password** field, enter a password that you would like to use.



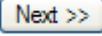
Passwords are case sensitive. Do not use the \ " ! # \$ % & symbols. When changing passwords, new passwords cannot be like old passwords (e.g., huckleberry1 to huckleberry2).

10. In the **Retype Password** field, enter the exact same password again.
11. Click the  button.
12. 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.
13. Click on the **Click Here** link from inside the **Thank you** message to return to ABI and complete setting up your account. The **Step 4: Student Verification** screen appears.



If you get interrupted and cannot complete the account creation steps here, launch the ABI Student Portal program again and click the **Create New Account** link from the login screen.

14. In the **Student Permanent ID Number**, enter the student's 6-digit permanent ID number that appears on the mailing label.
15. In the **Student Home Telephone Number**, enter the student's area code and telephone number (e.g., 9095551234, no punctuation needed) that appears on the mailing label.
16. 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.

- Click the  button, your account has been created and is ready for you to login.
- Click on the **Click Here** to go to the login page.
- Refer to the **Logging In and Out of the ABI Portal QRG** for more information on how to login, log out, change date, and view information.

## Change Your Email for Your ABI Student Portal

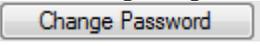
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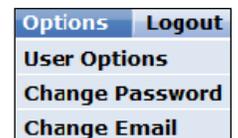
- Login to your ABI Student Portal with your current email.
- Click on the **Options** link on your menu bar then select **Change Email**.
- Follow the screen prompts.
- Click on .
- You will be prompted to go to your email to confirm the change.
- Follow the instructions on the screen to continue.



## Change Your Password for Your ABI Student Portal

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- Login to your ABI Student Portal with your current email.
- Click on the **Options** link on your menu bar then select **Change Password**.
- Follow the screen prompts.
- Click on .
- Use the Link in the next message to go to your account.
- Follow the instructions on the screen to continue.



## Forgot Your Password for Your ABI Student Portal

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- If you forget your password use the **Forgot Your Password** link on the Welcome to aeries login screen.
- Follow the screen prompts.
- Click the  button.
- Follow the screen instructions.



## Forgot Your Email?

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- If you forget your email you must click on **Create New Account**. See the steps on the first page to create a new account.

 The school office **cannot** change your email address or password. You must do these procedures for any of these steps to work.