

# Quick Reference Guide

## ABI Parent Portal

### Creating an 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 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 **Parent** is selected and then click the **Next >>** button.
6. In the **Email Address** field, enter your email address (e.g., [tinasmith@aol.com](mailto: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).

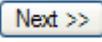
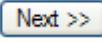
9. In the **Retype Password** field, enter the exact same password as in Step 8.
10. Click the **Next >>** button. The **Student Verification** screen appears.
11. Wait for the ABI system to send you an email to confirm your email address. When it arrives, open the email and click on the **Confirm Current Email Address** link. The **Thank you. Your account has been verified...** message appears.
12. 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 Parent Portal program again and click the **Create New Account** link from the login screen.

13. In the **Student Permanent ID Number**, enter the student's 6-digit permanent ID number that appears on the mailing label.
14. In the **Student Home Telephone Number**, enter the student's area code and telephone number (e.g., 9095551234) that appears on the mailing label.
15. 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.

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16. Click the  button. The **Emergency Contact Verification** screen appears.
17. Select your name from the list provided and then click the  button. The list contains all names stored as emergency contacts for your student.
18. 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.