

Brawley Union High School - Aeries Parent Portal

Instructions for Creating a New Account

Go to www.brawleyhigh.org.

Then click on **Aeries Parent Portal** under the **BUHS – Parents & Students** Tab



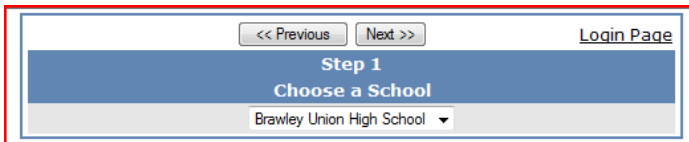
Click on **Create New Account** located on the bottom. In order to create an account, you must have the following information:

1. Student's Permanent ID
2. Home telephone number on file
3. Verification Code

A parent or guardian of record may obtain this information from the Counseling Center with valid photo ID.

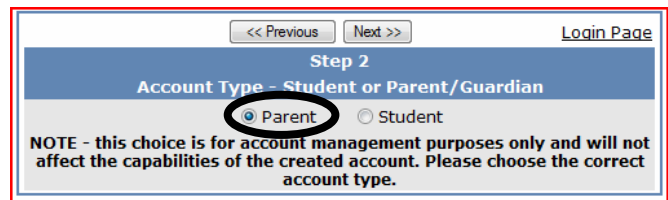
Step 1:

Click "Next" for Brawley Union High School

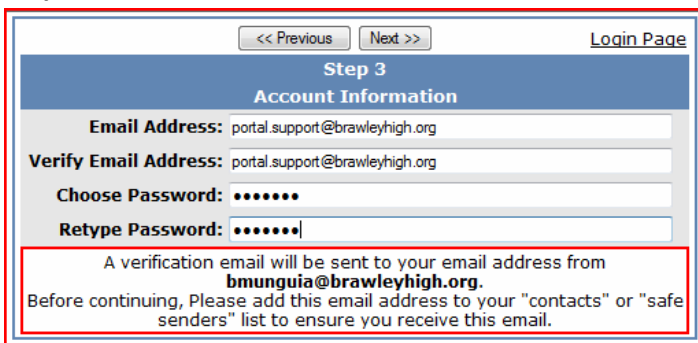


Step 2:

Click "Next" with **Parent** selected.



Step 3:



Type in **your** e-mail address as shown in the example.

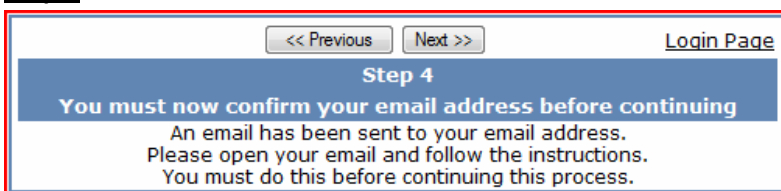
Re-Type your e-mail address.

Type in a Password that you will remember.

Re-Type in that same password.

Click "Next" at the top.

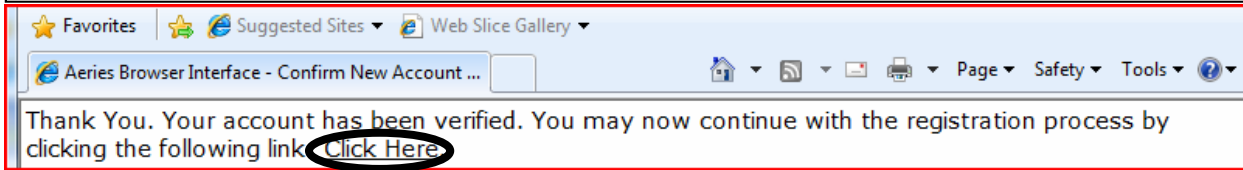
Step 4:



When this screen appears, DO NOT click "Next" or "Back." You must now go to your e-mail account and open and read the e-mail that was sent from the system. It will come from bmunguia@brawleyhigh.org.

Step 5:

Follow the instructions in the e-mail message and click on the **Confirm Current Email Address** link. A new window will appear and ask you to "Click Here." (See example below.)



Step 6:

A screenshot of a web form titled "Step 5 Student Verification". It contains the following text and input fields:

Next >> Login Page

Step 5
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Please use the information on the label provided by the school.

You must use capital letters when entering the Verification Code.

Then click "Next."

Step 7: Since you are the parent, click the circle next to "None of the Above." Then click "Next" at the top.

A screenshot of a web form titled "Step 5 Emergency Contact Verification". It contains the following text and options:

<< Previous Next >>

Step 5
Emergency Contact Verification

John Jr 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"/> John Doe	
<input type="radio"/> B D Wolff	
<input type="radio"/> Jane Doe	
<input type="radio"/> Dr. Goodman	
<input checked="" type="radio"/> None of the above	

Step 8: You have finished registering for your account. If you click on "Click Here," you will be taken back to the log in page. On the login page, now enter your e-mail account and the password you entered and your account will open.

If you have another child enrolled at BUHS, request the verification code label from the school for the second student. After entering into the Portal Account that you already have established, in the upper right-hand corner you will see your child's name where it says "Current Student." Click on the small arrow in the box and you will see an option that says "Add Additional Student Who Is Not Listed." A new window will appear asking for you to enter the information that you received on the second student label. After adding this information, you will have linked your account to the new student. Follow these instructions for each child you have at BUHS.

If you have any questions or need help, feel free to contact portal support at portal.support@brawleyhigh.org.