Creating New Parent Accounts on the PUSD Parent Portal

Open your Internet browser.
Type in the URL Address http://www.pittsburg.k12.ca.us/

Left click **Parents** on the right hand side
Click Aeries Parent Portal Instructions for Instructions

Or Aeries Parent Portal to create account

To create a PUSD Parent Portal account you must have the following:

1. A personal email address.
2. Letter from the school site with the Student's Perm ID Number and Verification Code.
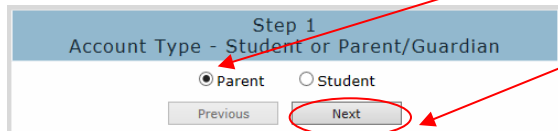3. Your home phone number as it appears at the school site.

To Create New Account

Click:

Left click on **CREATE NEW ACCOUNT.**

Parent should have a dot in the circle like the sample to your left. If not, left click on the circle next to Parent to insert the dot. Then, select **Next.**

Step 1
Account Type - Student or Parent/Guardian
● Parent ○ Student
Previous   Next

<< Previous   Next >>   Login Page
Step 2
Account Information
Email Address: pusdparent@gotyogle.com
Verify Email Address: pusdparent@gotyogle.com
Choose Password: •••••
Retype Password: •••••

A verification email will be sent to your email address from **parentportal@pittsburg.k12.ca.us.** Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Type in **your entire personal email address. Example:** pusdparent@gotyogle.com. **

Retype your entire personal email address on the **Verify Email Address** space.

Type in a short password.

Retype that same password under Retype Password.

Left click on Next>>

NOTE – When logging into PUSD Parent Portal for the first time, you will be required to CHANGE your password.

** Please do not reply or send an email to the example email address pusdparent@gotyogle.com.

IMPORTANT: YOU MUST OPEN, READ, AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT!

<< Previous   Next >>   Login Page
Step 3
You must now confirm your email address before continuing
An email has been sent to your email address.
Please open your email and follow the instructions.
You must do this before continuing this process.

DO NOT left click on <<Previous or Next>> in Step 3. Doing so will send duplicate emails with different confirmation codes. **Close this window ONLY after confirming or rejecting your email (see the next instruction).**

Through your personal email website, open the email from **parentportal@pittsburg.k12.ca.us.** (Similar to the example below)

Follow the directions in the email and **left click on the Confirm Current Email Address link**. If you do not click on the link, follow the remaining directions in the email.

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

Confirm Current Email Address

Reject Current Email Address

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.
https://aeries.pittsburg.k12.ca.us/parentportal/ConfirmEmail.asp

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: jc pusdparent@gotyogle.com
Email Code: 9U8QVDX3D5B8UYT56784

After clicking one of the links, or pasting the URL into the web browser, the following window will appear once confirming your current email address:

Enter Account Information

Email Address: pusdparent@gotyogle.com
Email Code: 9U8QVDX3D5B8UYT56784

Accept   Reject

Please use the information provided in the letter received from your student's school regarding your new account.

Enter the Student's Permanent ID Number.

Enter the Student's Home Telephone Number.

Enter the **Verification Code**.
All numbers and codes are examples only.

The "Email Code" provided in your email **will not work** for the Verification Code.

<< 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
○ John Doe	
○ B.D. Wolff	
○ Jane Doe	
○ Dr. Goodman	
● None of the above	

Left click on the circle next to your emergency contact names. *(All names are fictional.)*

Left click on **Next>>.**

Left click on **Click Here**.

Step 6
Thank you for registering for a PUSD Parent Portal Account and updating your Emergency Contact Record.
Click Here to login to the PUSD Parent Portal and view your student's information.

IF YOU HAVE FORGOTTEN YOUR PASSWORD, TYPE YOUR USERNAME and CLICK "FORGOT PASSWORD?"

Pittsburg Unified School District

Aeries®
Student Information System

English ▼

pusdparent@gotyogle.com

NEXT

Forgot Password?   Create New Account

Type in your username (which is also your email address) in this field box.

Click "FORGOT PASSWORD" and you will be asked to do a verification process.

Step 1
Send Email Verification
Please enter your email address into the field below:
Email Address: pusdparent@gotyogle.com
A verification email will be sent to your email address from:
parentportal@pittsburg.k12.ca.us
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Next

Type your email address in the field box provided.

Click **Next.**

You will see the next set of instructions:

You have indicated that you have lost the password for your Aeries account. Please click the following link to go to a web page that will allow you to set a new password for your account.

Click Here

If the link above is not working and copying and pasting the URL also doesnt work, copy and paste the following URL into your web browser:
https://aeriesnet.pittsburg.k12.ca.us/parentportal/LostPassword.aspx?command=Reset

The page will then ask you for the following information:
Email Address: pusdparent@gotyogle.com
Email Code: 93YE238H7729Y86JD2XB

Step 2
Email Verification

A verification email has been sent to your email address from:
parentportal@pittsburg.k12.ca.us
Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:

Email Address: pusdparent@gotyogle.co

Email Code: 93YE238H7729Y86JD2XB

Next

Complete

Your password has been adjusted. You may now login to Aeries.
Return to Login Page

Click on the Return to Login

Final Step
Set New Password

Thank you for confirming your email address. You may now enter a new password for your account.

New Password: **********

ReType New Password: **********

Next

You will be asked to type in the new password of your choice. You will have to type the same password for both spaces.

Click **Next**

Complete

Your password has been adjusted. You may now login to Aeries.
Return to Login Page

Click **Return to Login Page** and you will be prompted to the original login page where you will have to use your new password.