

Creating New Accounts on the BUSD Parent Portal

Open your Internet browser. Type in the URL Address: <http://www.busd.k12.ca.us>
Left click on the name of your students High School. Left click on Parent Portal.

The following log on screen will appear.

Left click on CREATE NEW ACCOUNT located on the bottom.

Parent should have a green dot in the circle like sample. If not left click on the circle next to Parent to insert the green dot.

Left click on next.

Type in your email address like the example email address: busdparent@hotmail.com

Re-type your email address under Verify Email Address.

Type in your password.

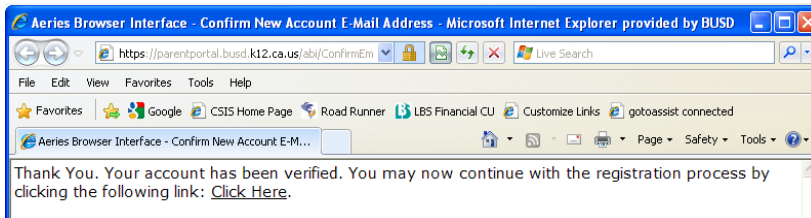
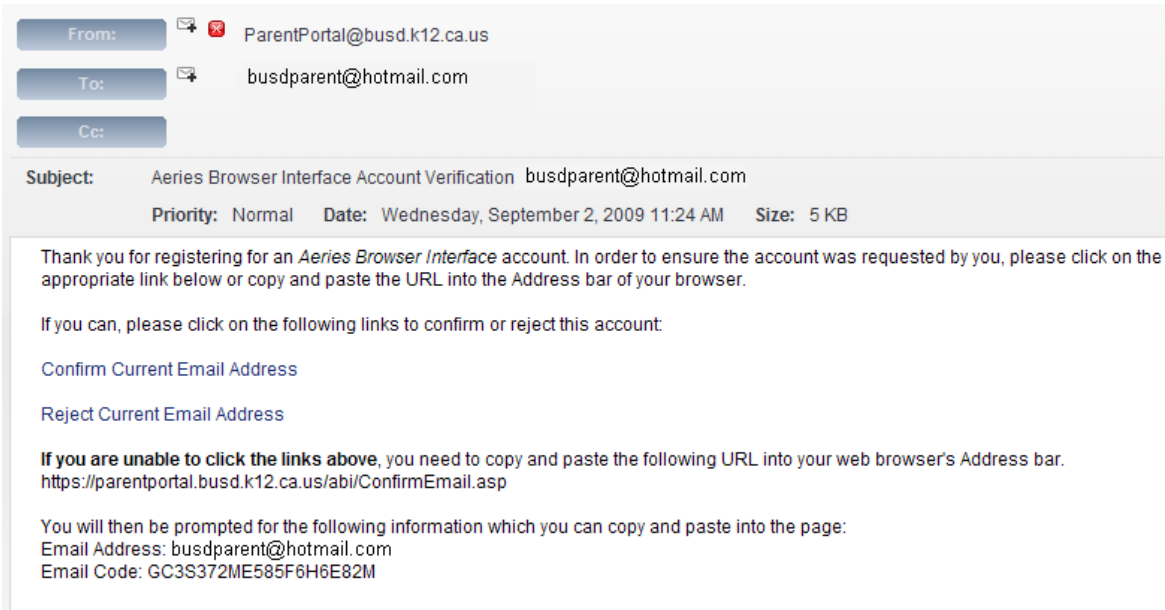
Retype that same password under Retype Password.
Left click on Next>>

- - Please do not reply to or send to the example email address busdparent@hotmail.com.

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

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

Open your email program. Open the email from ParentPortal@busd.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 cannot left click on the link follow the remaining directions in the email.



The following window will appear once Confirming your current email address.

Left click on [CLICK HERE](#).

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Step 4
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Please use the information provided to you in the new account letter sent to you from your student's school.

Enter the student Permanent ID number.
 Enter the Student Home Telephone Number.
 Enter the Verification Code.
 *All numbers and codes are examples only.

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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"/> Jan Doe	Aunt
<input type="radio"/> John Doe	Other Relationship
<input type="radio"/> Sally Goodman	Other Relative
<input type="radio"/>	
<input checked="" type="radio"/> None of the above	

Left click on the circle next to your emergency contact name.

*All names are fictional.

Left click on Next.

[Login Page](#)

Step 6

Thank you for registering for an Aeries Browser Interface Account.
[Click Here](#) to login to the Aeries Browser Interface and view your student's information.

Left click on [Click Here](#).
 On the login screen that appears type in your email address and the password.