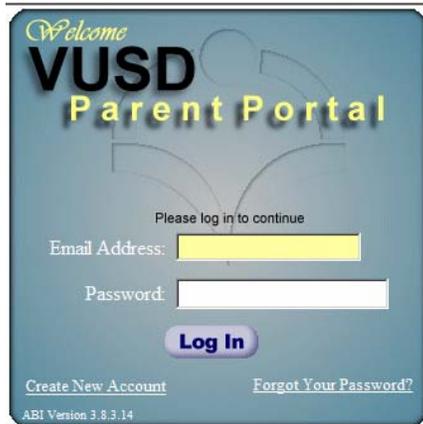


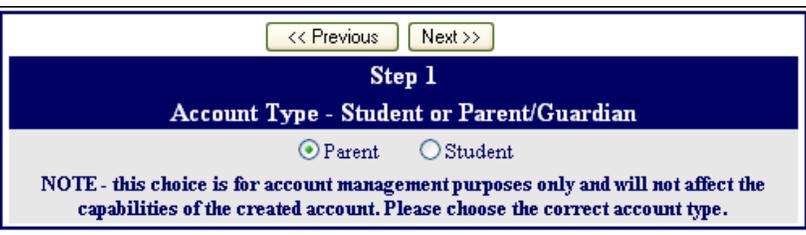
## Creating a New VUSD Parent Portal Account

Open your Internet browser. Type in the URL Address <http://pp.vusd.k12.ca.us/> or click on the VUSD Parent Portal link on the VUSD home page at [www.vusd.k12.ca.us](http://www.vusd.k12.ca.us).



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 the sample above. 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 [vusdppdemo@live.com](mailto:vusdppdemo@live.com).

Re-type your email address under Verify Email Address.

Type in the password you will use to access the VUSD Parent Portal.

Retype that same password under Retype Password.

Left click on Next>>

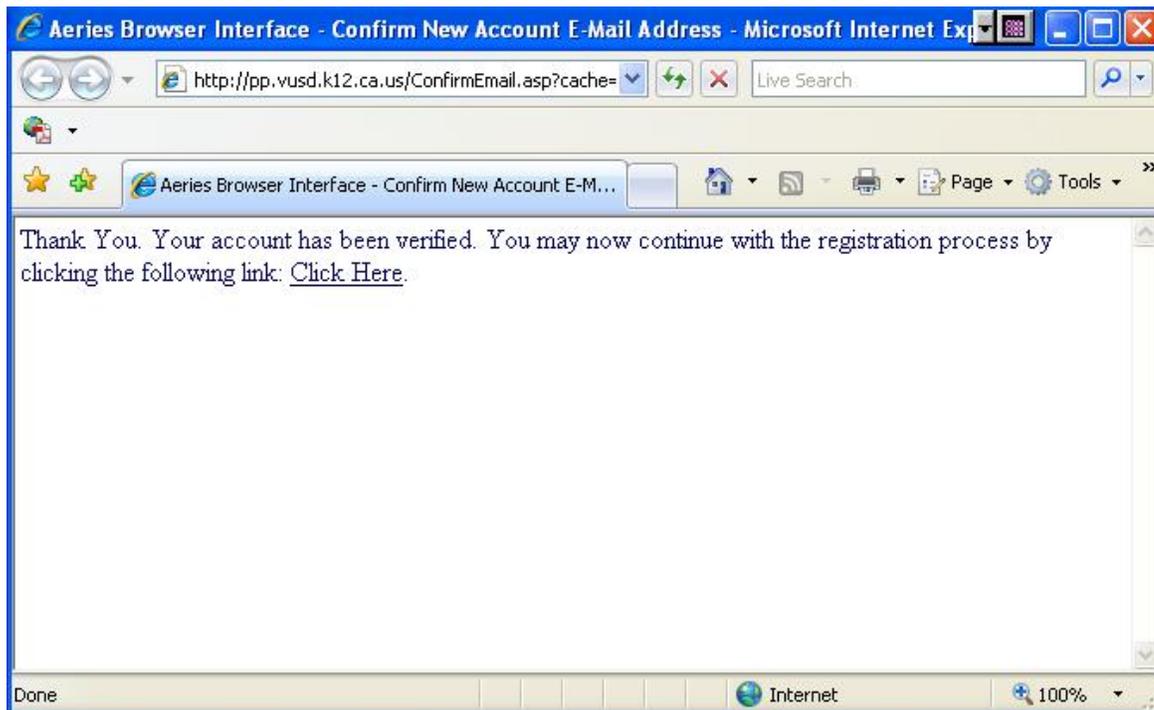
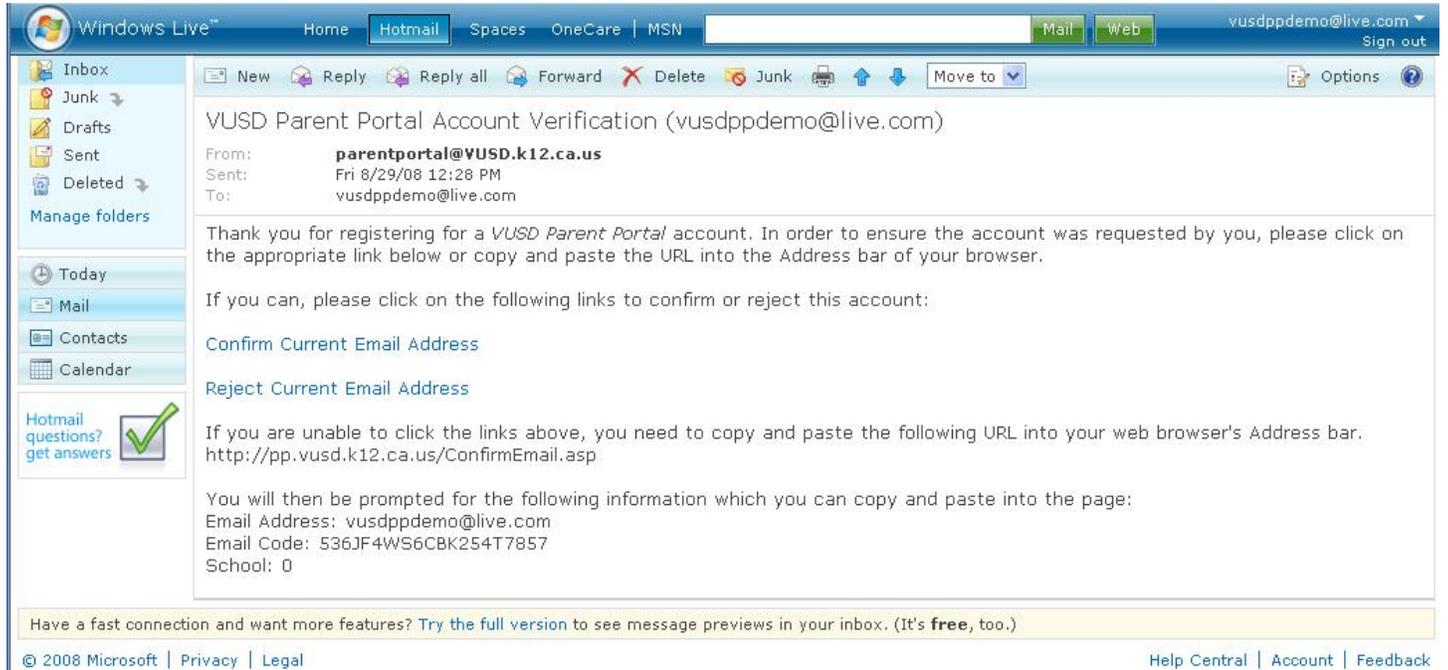
\* – Please do not reply to or send to the example email address [parentportal@vusd.k12.ca.us](mailto:parentportal@vusd.k12.ca.us).



**DO NOT** left click on <<Previous or Next>> in Step3. Doing so will send duplicate emails with different confirmation codes. Close this window only after confirming or rejecting your email (see the next instruction).

**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT!** Depending on your email provider, we have found that you might need to retrieve this email from your SPAM folder.

Open your email program and open the email from **parentportal@VUSD.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](#).

[Next >>](#) [Login Page](#)

**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 by your child's school located at the bottom of this page.  
Enter the student Permanent ID Number.  
Enter the student Home Telephone Number.  
Enter the Verification Code.

*\*all numbers and codes are examples only.*

[<< Previous](#) [Next >>](#) [Login Page](#)

**Step 5**  
**Emergency Contact Verification**

**Lorena Ellen Anacostes 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 checked="" type="radio"/> Parent	Father
<input type="radio"/> Uncle	Uncle
<input type="radio"/> None of the above	

Left click on the circle next to your name.  
*\*All names are fictional in this example*  
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](#)

Place VPC label here.