

Creating New Parent and Student Accounts on Parent/Student Information Portal

In order to create an account, you must have received information from your student's school. This includes:

- Permanent ID
- Home telephone number on file
- Verification Code

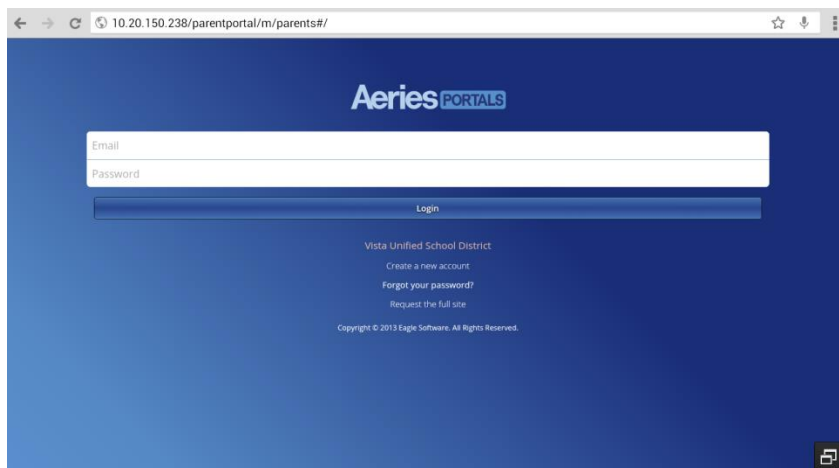
You cannot create an account without these items.

Open your internet browser. Type in the URL address <https://parents.vistausd.org>



Select a Language then, Click on CREATE NEW ACCOUNT located on the bottom.

** if you are using a mobile device click on the mobile portal. It will take you to the following screen. Follow the instructions as below.



Step 1
Account Type - Student or Parent/Guardian

Parent Student

Parents should click on the circle to the left of [Parent](#).

Students should click the circle to the left of [Student](#).

A dot will appear next to the selected type. !! It is important you select the correct account type.

Step 2
Account Information

Please Enter The Following Information About Yourself

Email Address:

Verify Email Address:

Password:

ReType Password:

A verification email will be sent to your email address from:
aeriessupport@vistausd.org
Before continuing, Please add this email address to your "contacts"
"safe senders" list to ensure you receive this email.

Type in your email address in the Email Address box like the example.

Retype your email address in the [Verify Email Address](#) box.

Type in a password in the [Choose Password](#) box.

Retype the same password in the [Retype Password](#) box.

Click on NEXT

You will be able to change your password once your account has been created.

***E-mail addresses shown are examples only.*

IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL FIRST IN ORDER TO CONTINUE CREATING YOUR ACCOUNT.

Step 3
Email Verification

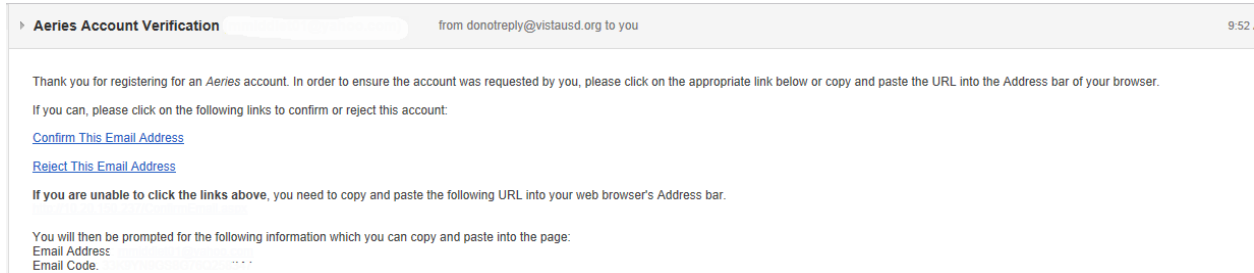
A verification email has been sent to your email address from:
aeriessupport@vistausd.org
Click the "Confirm" link provided in that email or copy and paste the
Email Code into the field below:

Email Code:

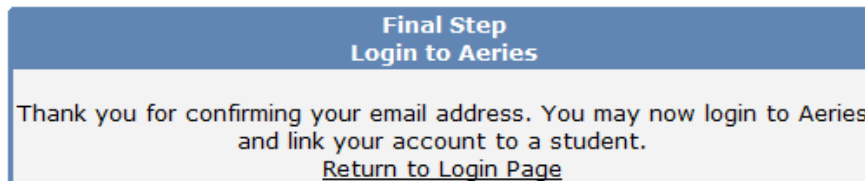


DO NOT click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue. If you do not receive the confirmation e-mail within a few minutes, please check your Spam or Junk E-mail folder.

Open your email program. Open the email from donotreplyl@vistausd.org. You will receive a message similar to the example below. Please click on the [Confirm Current Email Address](#) link in the email message.



If the link does not work, please follow the remaining directions in the email. **DO NOT DO BOTH**. These remaining directions are **ONLY** used if the [Confirm Current Email Address](#) link does not work.



This window will appear once you have clicked on Confirm Email Address in the previous screen.

Click on the link [Return to Login](#).

Enter your e-mail address and password you created.

Step 1
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.

Note: If your e-mail address is already in our database, this step happens automatically, and you can follow the screen prompts to finish the account setup process.

If your e-mail is not in our database you will need to enter the information provided by the school. Enter the Student Permanent ID number.

- Enter the Student Home Telephone
- Number
- Enter the Verification Code

Step 2
Emergency Contact Verification

Your account is now linked to Pippy Longstocking.

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
Sippy Longstocking	Mother
Drippy Longstocking	Father
Dr Spock	Other Relationship
Tippy Longstocking	Emergency Contact
Nippy Longstocking	Emergency Contact
None of the above	

Select your name from the list if it appears, otherwise select - None of the above.

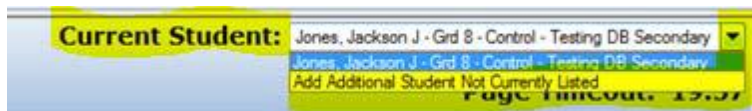
*All names shown here are fictional.

Click on Next>>

Step 3
Process Complete

Your account is now linked to Pippy Longstocking.

Parents may **add additional students** by selecting the drop-down arrow in the **Current Student:** box located in the upper right corner and select **“Add Additional Student Not Currently Listed”** or selecting the button. Enter student ID, Phone number, and Verification code found on the letter you received for that student.



To access the Parent Portal open your internet browser. Type in the URL address <https://parents.vistausd.org> but instead of clicking on Create New Account, use the e-mail address you used to create the account, plus the password you created to access student information.