

SOUTH PASADENA UNIFIED SCHOOL DISTRICT



HOW TO RESET YOUR PASSWORD ON THE AERIES PARENT PORTAL 03/02/2015

- Go to <http://my.spusd.net>
- Select *Current Students-Parent Portal*.

A screenshot of the South Pasadena Unified School District Parent Portal homepage. The page features the district's name at the top, a central image of a school building, and a "Welcome to the Parent Portal" heading. Below this, there are two main sections: one for "Current Students-Parent Portal" with a yellow button and links to password reset and data confirmation guides, and another for "Students new to the District - AIR" with a blue button and a link to AIR instructions. The footer indicates the current date is 3/2/2014.

South Pasadena Unified School District

Welcome to the Parent Portal

This is the Parent Portal for students who are already registered or attending school at South Pasadena Unified School District

Current Students-Parent Portal

The Online Student Data Confirmation Process for 2013-2014 is now open

[How to Reset Your Password-Guide for Parents \(PDF\)](#)

[Guide to Completing the Data Confirmation Process \(PDF\)](#)

This is the Internet Registration (AIR) for students who have not previously registered or attended school in South Pasadena Unified School District

You only need to do this once

Students new to the District - AIR

Aeries Internet Registration (AIR) - New Family Registration [Instructions for Parents Using AIR \(PDF\)](#)

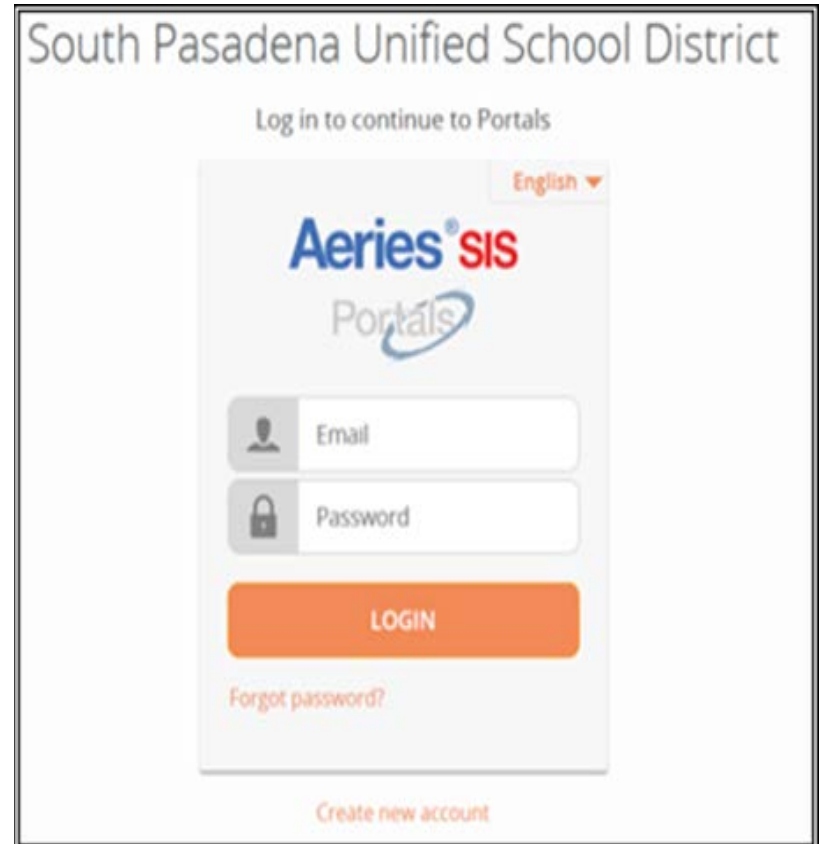
Current Date: 3/2/2014

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- Next select the *Forgot password?* link.



South Pasadena Unified School District

Log in to continue to Portals

English ▾

Aeries SIS
Portals

Email

Password

LOGIN

[Forgot password?](#)

[Create new account](#)

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- Type in your email address. Your email address must match the one on the SPUSD Aeries student record.
- Select *Next*.

Step 1
Send Email Verification

Please enter your email address into the field below:

Email Address:

A verification email will be sent to your email address from:
SPUSDNotice@spusd.net
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Next

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- The following confirmation will be sent to your email account. Log in to your email account. Click the *Click Here* link which returns you to the parent portal.

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:

<http://my.spusd.net/parentportal/LostPassword.aspx?command=Reset>

The page will then ask you for the following information:

Email Address: gott@spusd.net

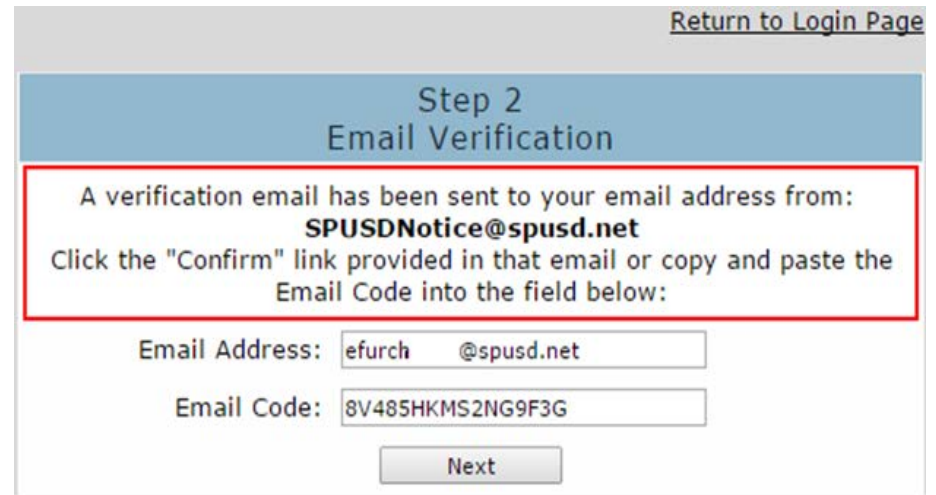
Email Code: 52UT7K737PH6H8929NUB

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- If you selected the *Click Here* link your email address and email code will be entered automatically in the email verification screen.
- You can also enter them manually
- Select *Next*.



[Return to Login Page](#)

Step 2 Email Verification

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

Email Address:

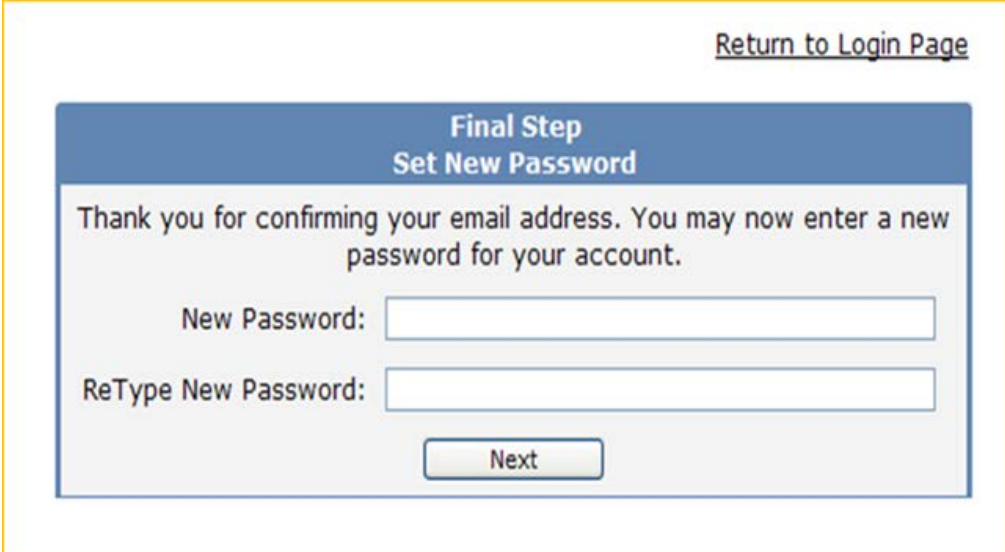
Email Code:

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- Type in a new password, then retype the password.
- Select *Next*.



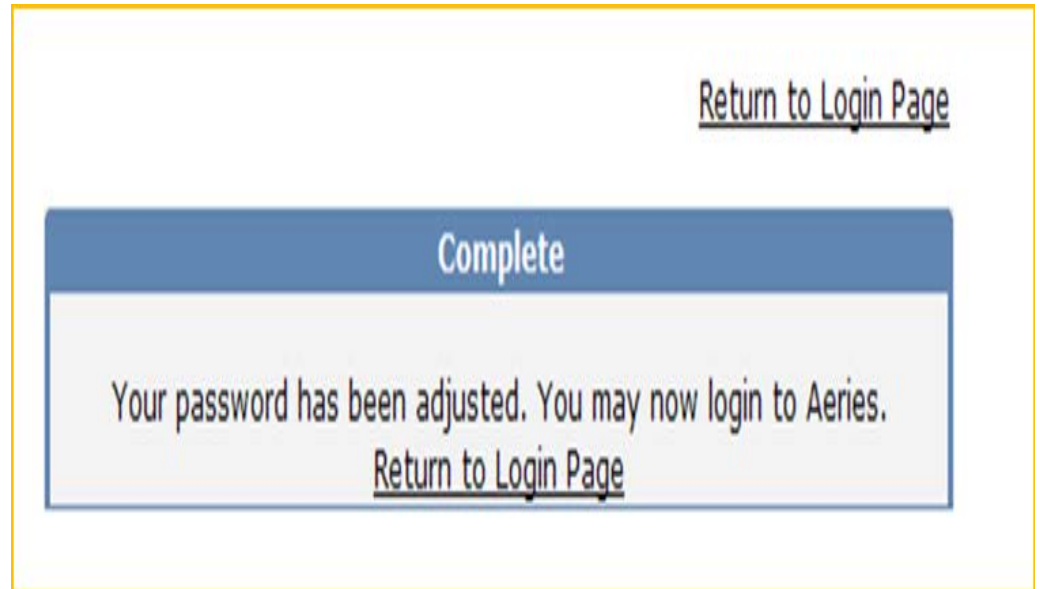
The screenshot shows a web form titled "Final Step Set New Password". In the top right corner, there is a link that says "Return to Login Page". The main content of the form is a message: "Thank you for confirming your email address. You may now enter a new password for your account." Below this message are two input fields. The first is labeled "New Password:" and the second is labeled "ReType New Password:". At the bottom center of the form is a button labeled "Next".

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- Your password has now been changed.
- Click *Return to Login Page*.



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REMINDERS

- Your email address must be the same one we have on your student's data record.
- If you have a new or different email address you will need to go to your school office with a valid ID to have it changed.
- If you are still not able to access the parent portal, contact your school office or call our hotline at 626-441-5810 ext. 1128 and leave a message.

You can also email us at:

avreg@spusd.net for Arroyo Vista Elementary School

mureg@spusd.net for Marengo Elementary School

mhreg@spusd.net for Monterey Hills Elementary School

spmsreg@spusd.net for South Pasadena Middle School

sphsreg@spusd.net for South Pasadena High School

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