

# Creating New Accounts on the PUSD Home Connection

Open your Internet browser.

Type in the URL Address [www.pittsburg.k12.ca.us](http://www.pittsburg.k12.ca.us)

Click: Home Connection

## QUICK LINKS

- ▶ Student Registration
- ▶ School Directory
- ▶ Board Meetings
- ▶ Home Connection ←

Click: Home Connection

CLICK HERE TO LOGIN



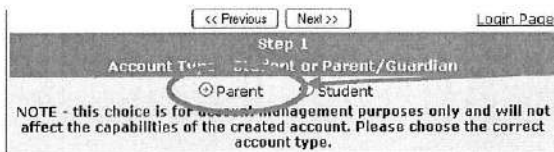
To create a Home Connection account you must have the following:

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.

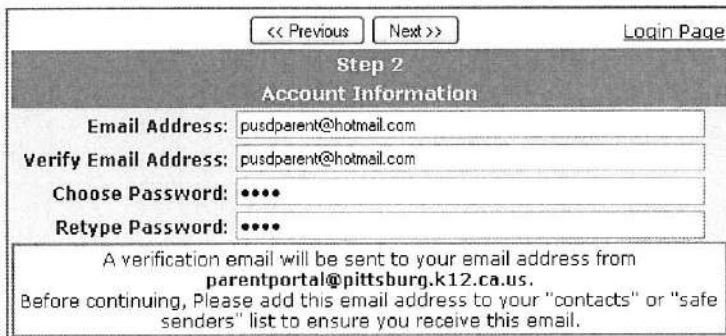
The following log on screen will appear.



Click: CREATE NEW ACCOUNT located on the bottom line.



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



Type in **your email address** like the example email address [pusdparent@hotmail.com](mailto:pusdparent@hotmail.com).

Re-type your email address under Verify Email Address.

Type in a short password.

Retype that same password under Retype Password.

Left click on Next>>

**\*\*NOTE – The first time logging into PUSD Home Connection you will be required to CHANGE your password.**

\*\* Please do not reply to or send to the example email address [pusdparent@hotmail.com](mailto:pusdparent@hotmail.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** 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).**

Open YOUR email program. Open the email from [parentportal@pittsburg.k12.ca.us](mailto: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.

**Aeries Browser Interface Account Verification (PUSD\_Parent@pittsburg.k12.ca.us)**  
parentportal@pittsburg.k12.ca.us [parentportal@pittsburg.k12.ca.us]

**Sent:** Tuesday, January 31, 2012 12:52 PM  
**To:** PUSD Parent

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: PUSD\_Parent@pittsburg.k12.ca.us  
Email Code: 6UF5468WEM4G4Y35UT7Z

**NOTE:** The "Email Code" will not work as the "Verification Code".

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

Aeries Browser Interface - Confirm New Account Email Address - Mi...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://10.30.10.70/ConfirmEmail.asp?cache=11%2F22%2F> Go Links

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

Click: [Click Here](#).

[Next >>](#)

**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.

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

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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"/> John Doe	
<input type="radio"/> E.D. Wolff	
<input type="radio"/> Jane Doe	
<input type="radio"/> Dr. Goodman	
<input checked="" type="radio"/> None of the above	

Click: the circle next to your emergency contact name.

\*All names are fictional.

Left click on Next.

**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