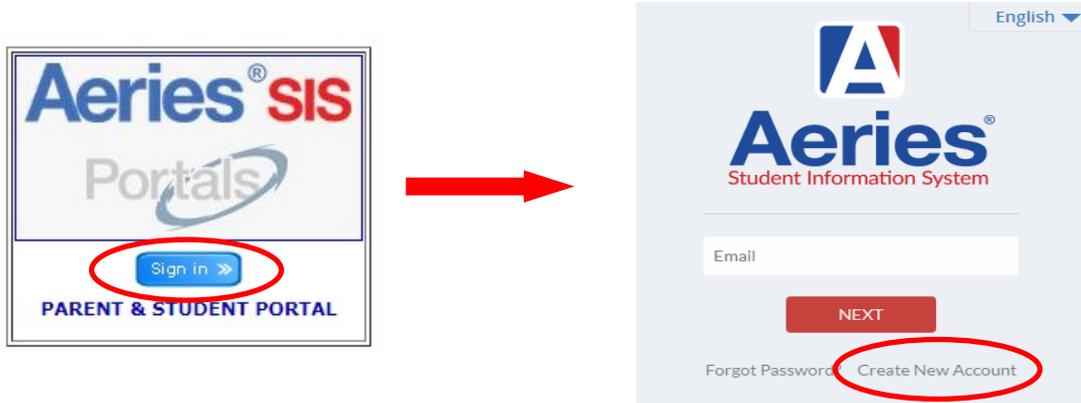


Instructions for Student Portal

STEP 1:

Start at the website: portal.capousd.org

To create a Student Port Account, click on the blue Sign-In and then select “Create New Account” link below the next button:



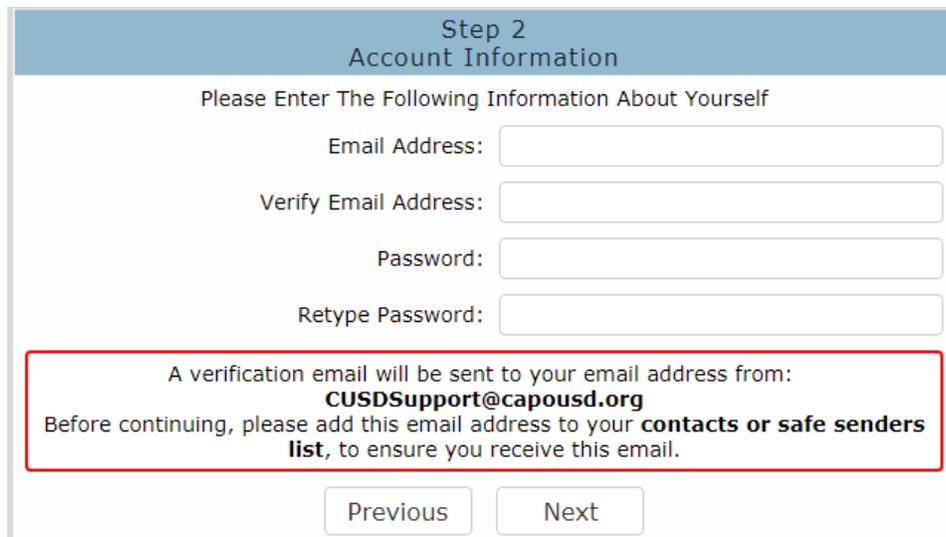
STEP 2:

You will be prompted to select an account type. BE SURE TO SELECT **STUDENT!**

The screenshot shows 'Step 1: Account Type - Parent/Guardian or Student'. There are two radio button options: 'Parent' and 'Student'. The 'Student' option is selected and circled in red. Below the options are 'Previous' and 'Next' buttons.

STEP 3:

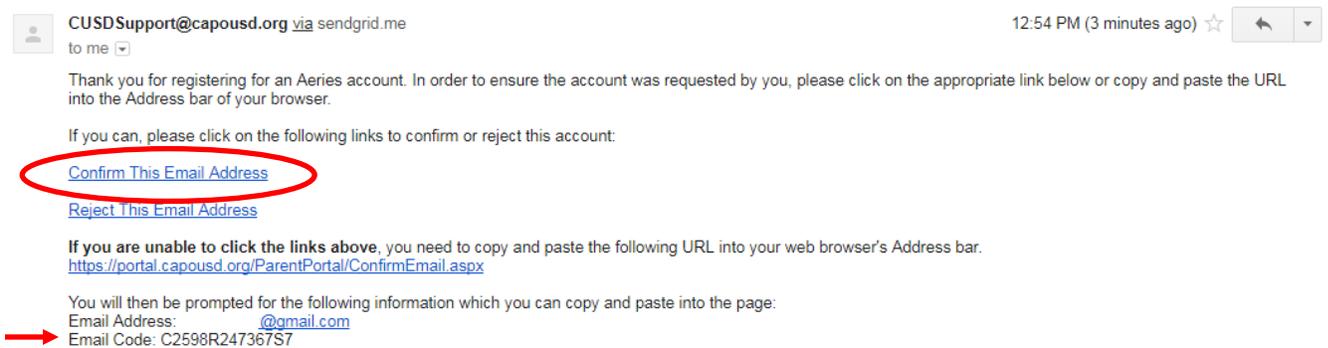
Enter your personal email address. **Please note: you cannot use your @capousd.org email address.** Enter a password of your choosing then click next:

The screenshot shows 'Step 2: Account Information'. It prompts the user to 'Please Enter The Following Information About Yourself'. There are four input fields: 'Email Address:', 'Verify Email Address:', 'Password:', and 'Retype Password:'. A red-bordered box contains the following text: 'A verification email will be sent to your email address from: **CUSDSupport@capousd.org** Before continuing, please add this email address to your **contacts or safe senders list**, to ensure you receive this email.' Below the box are 'Previous' and 'Next' buttons.

STEP 4:

- Check your email inbox.
- It may take 10-20 minutes for you to receive the email.
- Check your junk folder if you do not see the email from CUSDSupport@capousd.org

Click the “Confirm Current Email Address” link in the email:



STEP 5: ~skip this step if you were successful in Step 4~

If you are unable to open the link from the email, you will need to manually type the email code here:

Step 3
Email Verification

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

Email Code:

Previous Next

STEP 6:

Return to the Login page and login with your email address and the password that you just created:

Step 4
Login to Aeries

[Return to Login Page](#)

STEP 7:

Enter your ID, telephone number and Verification Code in order to link your account to your student records:

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Previous Next

Call Guidance department at 949-234-5997 for your student verification code.