

# Quick Reference Guide

## ABI Parent Portal

### Logging In and Out of the ABI Parent Portal

The steps in this quick reference guide will walk you through the steps to login to the ABI system, add additional students to your account, and find student information within the various windows.

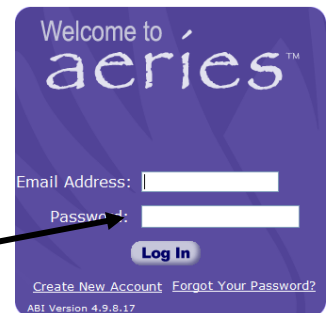
#### Logging In

1. Launch Internet Explorer or equivalent web browser.
2. Enter the following URL into the address bar: [http://portal.sbcusd.com/abi\\_parent](http://portal.sbcusd.com/abi_parent).

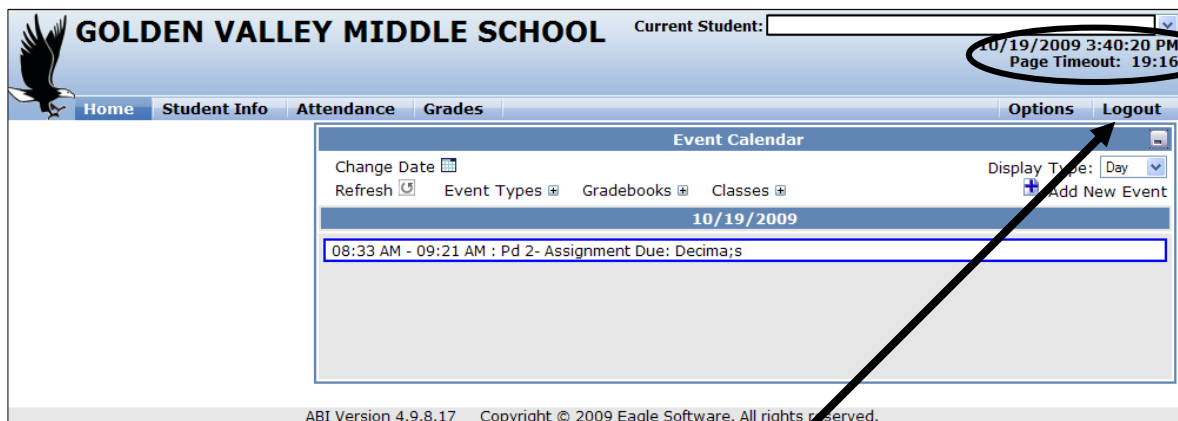


To create a shortcut to this screen on your desktop, *right-click* the mouse button and select **Create Shortcut** and **OK**. This icon will now appear on your desktop.

3. Press the [**Enter**] key to launch the **Welcome to Aeries** login screen.
4. In the **Email Address** field, enter your email address. Use the same email address that you used when creating the account.
5. In the **Password** field, enter your password. Use the same password that you used when creating your account.
6. Click the **Log In** button. The ABI home screen appears.



The system will automatically log you out after 20 minutes if you do not select any tabs within the ABI Parent Portal window. Refer to the Page Timeout: area for time remaining before being logged out.



#### Logging Out

1. Click on the **Logout** link (upper right-hand corner).

#### See reverse side for information on:

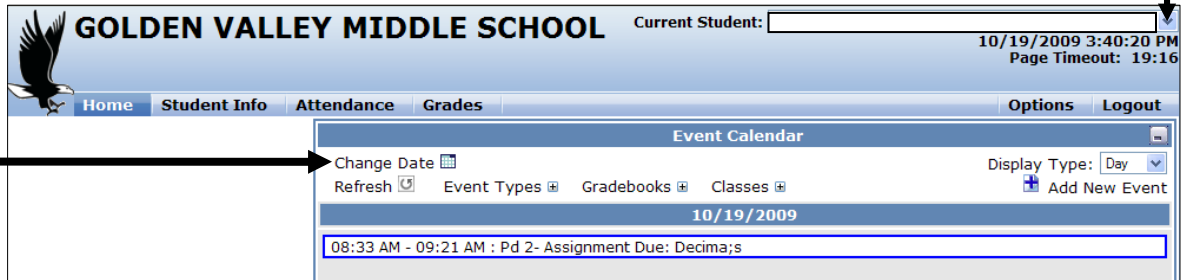
- Adding additional students to your ABI Parent Portal account
- Changing the date
- Viewing student information
- Understanding the Attendance Codes

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## ABI Parent Portal

### Adding Additional Students

1. From the ABI Parent Portal screen, click on the **Current Student** drop-down arrow and click on the **Add Additional Student Not Currently Listed** from the list.



2. Follow the prompts.
3. Click the **Click Here** link next to either **Add another student** or **View your student's information**.

### Changing the Date

1. Click on the **Change Date** icon (refer to screen shot above).
2. Click on the desired date. The assignments for the selected date now appear on the home page.

### Viewing Student Information

Click on one of these tabs to display student information, described in more detail below.



**Home** This screen displays classroom and homework assignments due on the selected date.

**Student Info** This screen displays demographic data on the selected student. It also displays the student's class schedule, emergency contact information, and teacher email addresses.

**Attendance** This screen displays attendance information on the selected student. A legend of the various absence codes is shown at the bottom of the screen.

**Grades** This screen displays information about the student's grades (including GPA and credits attempted/completed), classroom and homework assignments, and an unofficial transcript.

### Summary of Attendance/Absence Codes (Attendance Data tab)

A	Absent	J	Juvenile Hall	S	Suspended
B	Early Dismissal-Excused	K	Personal Needs	T	Tardy-Unexcused
C	Early Dismissal-Unexcused	L	Suspended ADA	U	Unexcused
D	Doctor/Dental Verified	M	Saturday School	V	Verified school activity
E	Excused	N	Non verified	W	Tardy-Unexcused 31+ min
F	Independent Study-Funded	O	Office	X	Truant
G	In-house detention	P	Present	Y	Verified present
H	Independent Study-Unfunded	Q	Tardy-Excused	Z	Verified teacher activity
I	Immunization	R	Runaway		