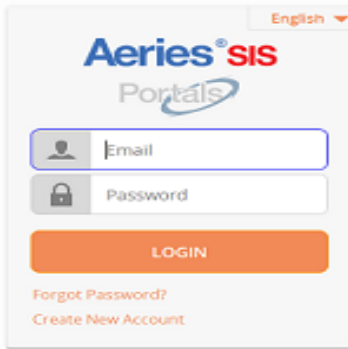


# Creating New Accounts on the BVESD Parent Portal

Open your Internet browser. Type in the URL Address <http://www.bveagles.com> Left click on the "Aeries-Grades" link in the Parent Information section.

Bella Vista School District



The following log on screen will appear.

Click to select language preference.

Left click on **CREATE NEW ACCOUNT** located on the bottom.



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

Click on "NEXT"



Type in your email address like the example email address "lbusdparent@hotmail.com."

Re-type your email address under "Verify Email Address"

Type in a short password.

Re-type that same password under **Re-type Password**. Click on "Next"

*\*NOTE – When logging into BVESD Parent Portal, you will need to CHANGE your password.*

\*-- **Please**, do not reply to or send to the example email address [aeries@bveagles.com](mailto:aeries@bveagles.com).

**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT! YOU CAN ALSO COPY AND PASTE THE EMAIL CODE FROM THE EMAIL YOU RECEIVED FROM PARENT PORTAL SERVICE TO "EMAIL CODE" FIELD.**



**DO NOT** left click on <<Previous or Next>> prior to confirming your email and inputting the "Email Code" 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 **aeries@bveagles.com** (Similar to the example below) Follow the directions in the email and left click on the Confirm Current Email Address link. If you cannot click on the link, follow the remaining directions in the email.

aeries@bveagles.com  
to me

12:23 PM (7 minutes ago) ☆ ↶ ▾

Thank you for registering for an Aeries 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 This Email Address](#)

[Reject This 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:  
<http://66.244.2.219/Parent/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:  
Email Address:  
Email Code:

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



Click on "**Return to Login Page**".

### **Login to Parent Portal**

*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.

A screenshot of a form titled "Step 1 Student Verification". The text says "Please Enter The Following Information About Your Student". There are three input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". At the bottom are "Previous" and "Next" buttons.

Click on to your emergency contact name. Note that the name you choose is highlighted.

\*All names are fictional.

Click on "**NEXT**".

A screenshot of a form titled "Step 2 Emergency Contact Verification". The text says "Your account is now linked to Clarissa Acosta." and "If your name appears below, please select it so that the email address on the record can be updated." Below is a table with two columns: "Name" and "Relationship".

Name	Relationship
Mayra Armenta	Mother
Jose Armenta	Stepfather
Kathy Cadena	Grandmother
Maria Guadalupe Villalobos	Emergency Contact
Gabriela Villalobos	Emergency Contact
None of the above	

At the bottom are "Previous" and "Next" buttons.

A screenshot of a form titled "Step 3 Process Complete". The text says "Your account is now linked to Clarissa Acosta." Below this text is a button labeled "Add Another Student to Your Account".

When you see this step, that means your Parent Portal account creation has been completed and you are already in Parent Portal.