**Step 1 - Students must access or create their Student Portal inside Aeries**

* Go to your school’s Home Page and click on the ‘Parent/Student Portal’ link within the **I’m Looking For** section (top of website)
* Or go directly to the Aeries login at… <https://portal.capousd.org/ParentPortal/LoginParent.aspx?page=default.aspx>



* Students can access their Aeries accounts with their personal email address and passwords **or** they must create an account using their personal email address and passwords.
* Once they have access to their Aeries-based Student Portals, they will see this screen…



**Step 2 – Create the 4-Year Plan**

* Click on the ‘**Student Info**’ link (circled in red) in the top-left of the Home page and select the ‘**Academic Plan**’ from the dropdown menu. You should see the following screen…



* To add courses, select a subject, then the course, then click ADD TO PLAN
* Select grade level and term from the drop downs, the click PLACE THE COURSE



Multi-Year packets have yet to be set up at your site.