



Miller's Hill School
ABI Parent Portal Accounts

Beginning November 7, 2011 parents will be able to view their student's information in our school database using the Aeries Browser Interface (ABI) Parent Portal from any internet connection. Through our secure server you will have access to view your student's grades, demographic data and attendance records. Each parent may create their own account using the same Verification Code. Parents may also add siblings to their account, using each sibling's Verification Code. ***It is important to keep the personal information in this letter confidential so that unauthorized persons may not gain access to your student's records.***

Create an ABI Parent Portal Account

1. Go to the school website at www.latrobeschool.com and click on the ABI Parent Portal link, or go to <https://abi.latrobeschool.com/parent>. The Welcome to Aeries login page appears.
2. Click on **Create Account**.
3. Account Type: Very Important - click on **PARENT** account. Click Next.
4. Account Information:
 - Enter your email address, two times.
 - Enter a password of your choosing, two times (be sure to keep track of your password for future use).
 - Click Next.
5. An email will be sent to the email address you just entered. Go to your email program and open the email from **abi@latrobeschool.com**, or check your spam folder if it's not in your inbox.
6. The email message will ask you to confirm or reject the current email address. Click **Confirm Current Email Address**.
7. A message will appear thanking you for verifying your account. Click on **Click Here** to continue creating your ABI Parent Portal account.
8. Student Verification: Enter the three confidential pieces of information about your student: **Student ID Number, Home Telephone, Verification Pass Code** (provided by office).
9. The Emergency Contacts listed for that student will appear. Click on your name, or if you are not listed as a contact, click on None of the Above.
10. A message will appear saying thank you for registering for an ABI account. Click on **Click Here** to log in to your account.
11. You will now be back at the Welcome to Aeries login page. Log in using your email address and the password you created in Step 4 above.

Use the ABI Parent Portal

Once you are logged into your parent account you will be at the Miller's Hill home page. You may explore the tabbed sections called Home, Student Info, Attendance and Grades to view your student's current information. When you are finished, always be sure to click on Log Out to ensure the security of your student's information.

To add siblings to your account, click on the drop down menu in the top right corner of the home screen next to Current Student. Select Add Additional Student. Then enter the Student ID Number, Home Telephone and Verification Pass Code for the additional student.

For assistance logging in or using the ABI Parent Portal system, please contact Tracy Pearson at tpearson@latrobeschool.com or 530-677-0260 ext. 301.