Creating New Parent Accounts on WUSD Parent Portal

For assistance, contact your local school site office.

URL web address: http://portal.willowsunified.org/pams

Click on <u>CREATE NEW ACCOUNT</u> located on the bottom.

In order to create an account, you must have received information from your student's school. This includes:

Permanent ID
Home telephone number on file
Verification Code

You cannot create an account without these items.

This information must be supplied by your child's school
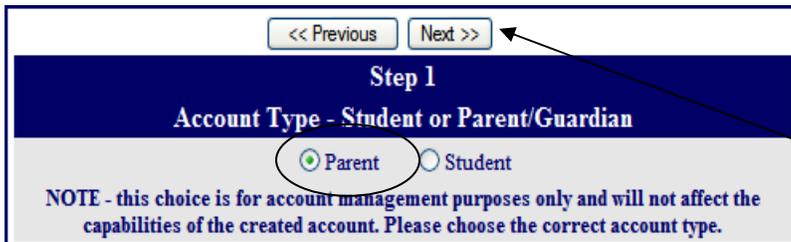
Parents should click on the circle to the left of Parent. A green dot will appear next to the selected type.

Click on NEXT

** All email addresses shown are examples only.
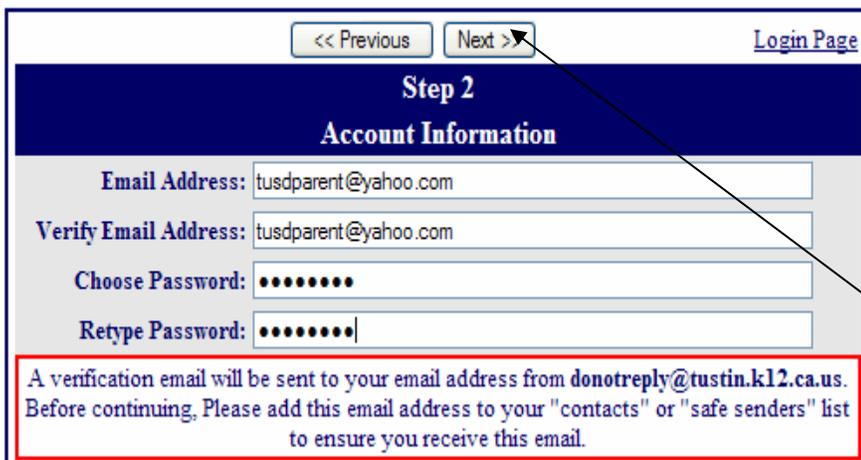
Type in your email address in the Email Address box like the example.

Retype your email address in the Verify Email Address box.

Type in a password in the Choose Password box.

Retype the same password in the Retype Password box.

Click on NEXT>>

You will be able to change your password once your account has been created.

IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL FIRST IN ORDER TO CONTINUE CREATING YOUR ACCOUNT.

STOP!

DO NOT click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue.

Open your email program. Open the email from wusdparentportal@willowsunified.org . You will receive a message similar to the example below. Please click on the Confirm Current Email Address link in the email message.

If the link does not work, please follow the remaining directions in the email. **DO NOT DO BOTH**. These remaining directions are **ONLY** used if the Confirm Current Email Address link does not work.

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: Click Here.
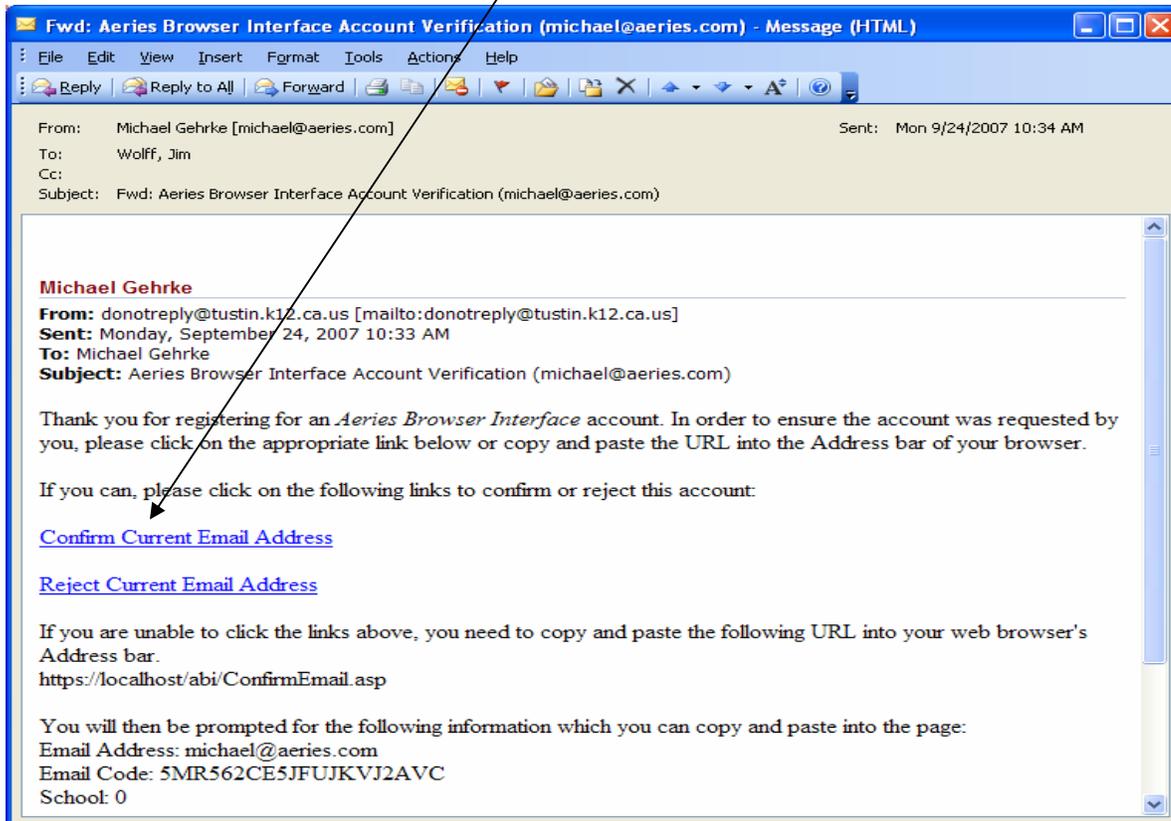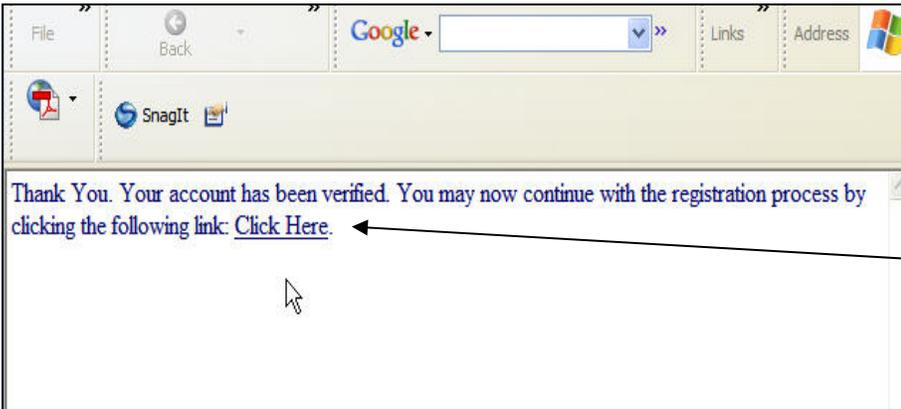
This window will appear once you have clicked on Confirm Email Address in the previous screen.

Click on the link Click Here.

Next >>

Step 4
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number: 90002222

Student Home Telephone Number: 9495555555

Verification Code: 1P3HMM7342

Please use the information provided to you by your child's school or in a mailing.

Enter the Student Permanent ID number.
Enter the Student Home Telephone Number
Enter the Verification Code

* All numbers and codes are examples only.

Click on Next>>

<< Previous   Next >>

Step 5
Emergency Contact Verification

Two Doe has been added to your account.

Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
○ Homer Doe	Unknown
○ Mary Doe	Mother
○ Dr. Jones	Caregiver
⊙ None of the above	

Click on the circle next to your name.

*All names are fictional

Click on Next>>

Step 6

Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record.
Click Here to login to the Aeries Browser Interface and view your student's information.

You are ready to view your student's information!

Click on Click Here.

If you are having problems creating the account or attaching your student to the account, please contact your local school site office for assistance.