



San Gabriel Mission High School

254 So. Santa Anita Street

San Gabriel, CA 91776

(626) 282-3181 Ext.103

msallo@sgmhs.org

Fax: (626) 282-4209

www.sgmhs.org

August 22, 2011

Parent/Guardian:

This year San Gabriel Mission High School has upgraded our Aeries Parent Portal to a newer version. With this new website, Mission can provide families with more information and contact regarding their student's classes. Not only can you view your student's grades, but you can also view the information we have on our system and receive their progress reports as PDF files.

Both parents and students will have their own log in. If you have more than one student at Mission, you may use the same log in unlike last year. In order to create your new accounts, you must have an email address, your student's permanent ID number, home phone number on file and Verification code. This information is on the label above. If your home phone number is incorrect, still use this number to set up the account; however, email me with your correct home phone number. I will then update the system.

Below are detailed directions on how to create a new account:

1. Open your Internet browser. Type in the URL Address
<https://www.accessmystudent.com/ADLA/>
2. Click on CREATE NEW ACCOUNT located on the bottom.
3. To set up a Parent account, make sure the green dot is located on the parent dial. Then click next. (For Students to create their account, have your student click on student.)
4. Type in the following information
 - a. Email address
 - b. Verify Email address
 - c. Password
 - d. Retype Password
5. ***IMPORTANT: You must open, read and follow the instructions in your email in order to continue with your new Parent Portal Account!***
 - a. Do not click on Previous or Next. Doing so will send duplicate emails with different confirmation codes. Close this window only after confirming or rejecting your email.
 - b. Open the email from msallo@sgmhs.org. If you do not see my email, please check your junk folder. It may be in this section.

- c. Follow the directions in the email and click on the Confirm Current Email Address link. If you cannot left click on the link follow the remaining directions in the email.
 - d. A new Internet window will appear and click on the Click Here link.
6. On the Student Verification screen input the information from your label above:
 - a. Student Permanent ID Number
 - b. Student Home Telephone Number
 - c. Verification code
7. On the Emergency Contact Verification section, click on the circle next to your emergency contact name. Then click Next.
8. Once this step is completed, your account has been created. Click on Click Here to view your student's information.
9. If you have any questions please email me at msallo@sgmhs.org or call me at Ext. 103.

If there is any information that is incorrect on your student's file, please email me with the correct information. I will then update it on our system. Please check your Aeries account on a regular basis. Student grades are updated every Friday. For details on our Academic Policies, please see Page 14 in the school handbook.

Thank you,

Marielle Sallo
Assistant Principal/Dean of Academics