

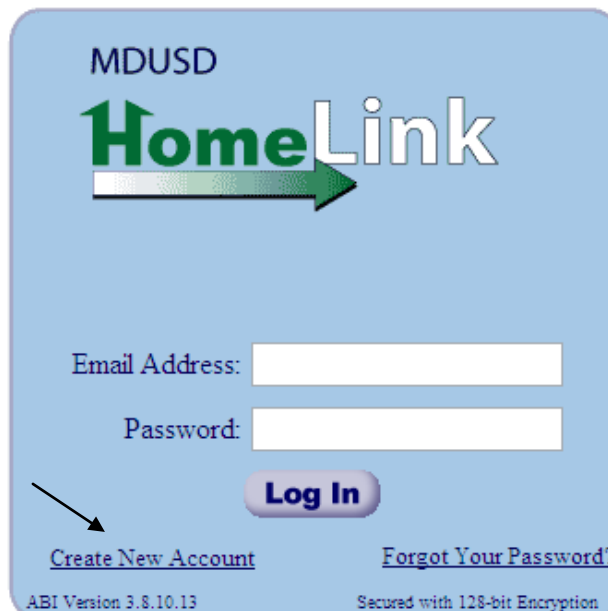
MDUSD HomeLink: Creating a New Parent/Guardian Account

(updated 9/09/09)

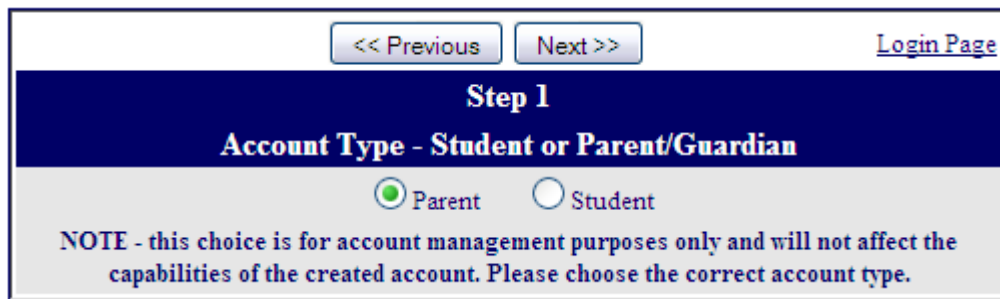
These instructions are meant for parents/guardians who wish to create a **new** online “HomeLink” account in the Mt. Diablo Unified School District. HomeLink will provide online access to our “Aeries Browser Interface”. This will provide you with information about your child, including attendance, grades and other important student information. Once an account is created, it will continue to be active as long as your child remains in MDUSD, even if he/she changes to a new school.

Note: once you create one account you do not need to create additional accounts if you have more than one child. There is a simple process for adding additional children to an existing account.

1. **Before getting started you must first have a document from your child’s school that shows the codes necessary for online registration.** These codes ensure the security of your child’s information. You may share these codes with other family or guardians so that they may also create an account.
2. Use an Internet Explorer or Firefox browser to go to www.mdusd.org/homelink. Click on the link titled, “HomeLink Login”. Then click on “Create New Account” on the page that appears.

A screenshot of the MDUSD HomeLink login page. The page has a light blue background. At the top, it says "MDUSD" in blue and "HomeLink" in large green and white letters with a green arrow pointing right. Below this are two white input fields: "Email Address:" and "Password:". A blue "Log In" button is centered below the fields. At the bottom left, there is a link "Create New Account" with a black arrow pointing to it. At the bottom right, there is a link "Forgot Your Password?". At the very bottom, it says "ABI Version 3.8.10.13" on the left and "Secured with 128-bit Encryption" on the right.

3. Choose “Parent” and click on “Next”.



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Step 1

Account Type - Student or Parent/Guardian

Parent Student

NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.

4. Provide your email address (twice) and a desired password. Choose a password that is at least 6 characters in length. **Important:** it is highly recommended that you add homelink@mdusd.k12.ca.us to your email list of contacts or safe senders so that email from HomeLink will not be blocked as possible spam.



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Step 2

Account Information

Email Address: yourname@abc.com

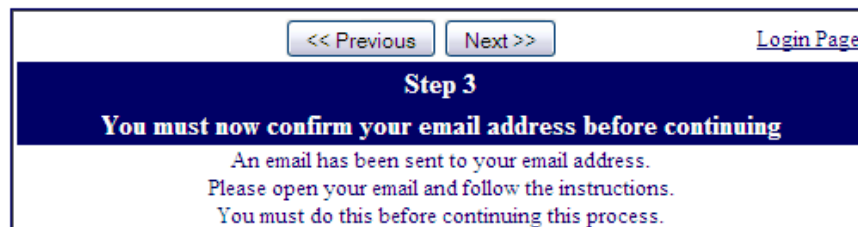
Verify Email Address: yourname@abc.com

Choose Password: ●●●●●●

Retype Password: ●●●●●●

A verification email will be sent to your email address from homelink@mdusd.k12.ca.us. Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

5. This message below will appear. **Do not click “Next”**. It is easiest if you close this browser window **now** and follow instructions contained in the email you will receive. You must receive an email from homelink@mdusd.k12.ca.us before you can continue.



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Step 3

You must now confirm your email address before continuing

An email has been sent to your email address.
Please open your email and follow the instructions.
You must do this before continuing this process.

6. Check your email for a message from homelink@mdusd.k12.ca.us. Click on the link in the email titled, “Confirm current email address”.
- a. If the “Confirm current email link” works for you, you will see “Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).” Click on that link to open your browser and continue. Go to step #7. You will not need any of the information shown at the bottom of the email.

- b. **If the “Confirm current email link” does not work for you**, follow the instructions to copy and paste the web address (URL) into your browser. In this case you will need the extra information at the bottom of the email.

7. You will then see the box below. The information must be entered exactly as shown on the document provided by your child’s school.

“**Student Permanent ID Number**” will be a 7-digit number, starting with a 2, 5 or 6.

“**Student Home Telephone Number**” must match what is on file with the school as the main home number, as shown in the letter. You must include the area code. You may enter only numbers, without any other symbols.

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Step 4
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

“**Verification Code**” is a 10-digit code using letters and numbers. This is shown on the letter you received from the school. It is NOT the email code contained in the email you received.

8. On the next screen, choose the Contact name that applies to you.
Note: the only names you see here are those already entered by the school. Many schools have not yet added parent names in this section because they have been entered elsewhere in our system. If you do not see your own name, it is acceptable to choose “None of the Above”.

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Step 5
Emergency Contact Verification

Dewey Duck has been added to your account.

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

Name	Relation
<input type="radio"/> Della Thelma Duck	Mother
<input type="radio"/> Donald Duck	Uncle
<input type="radio"/> Daisy Duck	Emergency Contact
<input type="radio"/> Ludwig von Drake	Other Relative
<input checked="" type="radio"/> None of the above	

9. The final screen, below, will confirm that you have registered successfully. Click on the “Click Here” link to proceed to the HomeLink login.

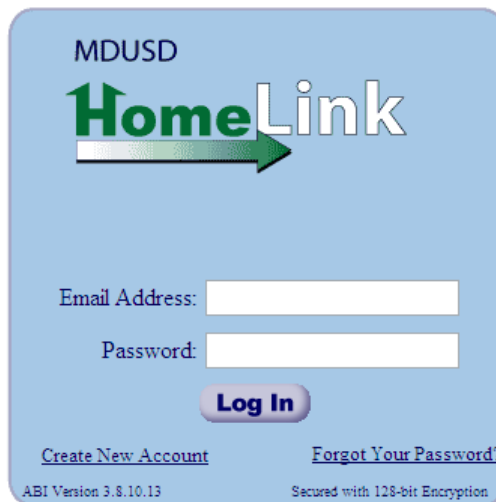
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Step 6

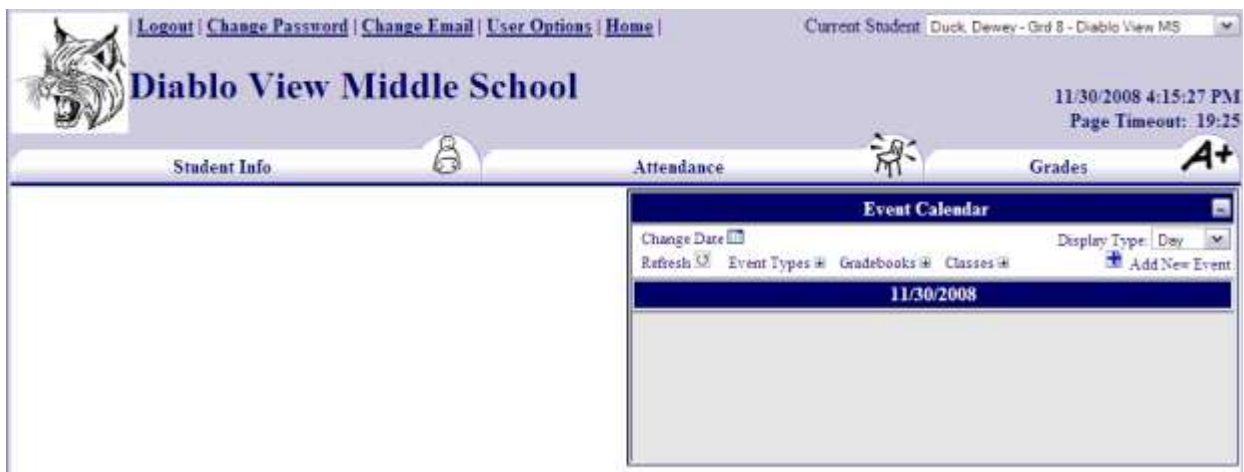
Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record.

[Click Here](#) to login to the Aeries Browser Interface and view your student's information.

10. Enter the email address and password that you used to set up your account. Click on “Log In”.



11. When you have logged in to your child’s account you will see a screen similar to this. If you need further instructions, please go to www.mdusd.org/homelink and click on the link to “FAQs”.



12. **For parents who have more than one student** in an MDUSD school using HomeLink there is a way to quickly register for access to the other student’s information. Once this is done, you will be able to see information about each student through one login. **Note:** This works only if your other child’s school is already set up for HomeLink. You will need a letter from that school showing account setup codes for that child.

While logged into the first student’s screen, click on the down-arrow in the upper-right corner. Choose “Add Additional Student Not Listed”.

