Capistrano Unified School District
Excellence in Education

Vista del Mar K-8 School
1130 Avenida Talega • San Clemente • California • 92673
K-5th - (949) 234-5950 • 6th-8th - (949) 234-5955 • FAX (949) 940-0262

January 22, 2024

To the Parent/Guardian of VdM 8th Grade students,

On Friday, February 2, representatives from San Clemente High School will be on campus during the school day to present 8th graders with important information about academics, student activities, and the registration process at San Clemente High School. This presentation is for 8th grade students only. On Monday, February 5, parents and students are invited to attend the 8th Grade Expo at SCHS.

As part of the registration process, all 8th grade students attending any Capistrano Unified High School for the 2024-2025 school year will be required to use their student portal account to complete the registration process and to input their elective selection for next year.

The student portal window will be open from Monday, February 5- Friday, February 23. Students who do not select classes during the open enrollment period, will be automatically enrolled in an elective class by the high schools Guidance Department. Please note that a student portal account is different from a parent portal account. Your student can access their Aeries student portal account through their @capostu.org email account. Please refer to the attached instruction sheet for more information on how to access your student portal and how to select your elective.

Please reach out to jmmargiotta@capousd.org in the Vista del Mar Guidance Department with any questions.

Regards,

Paul Foucart

Principal

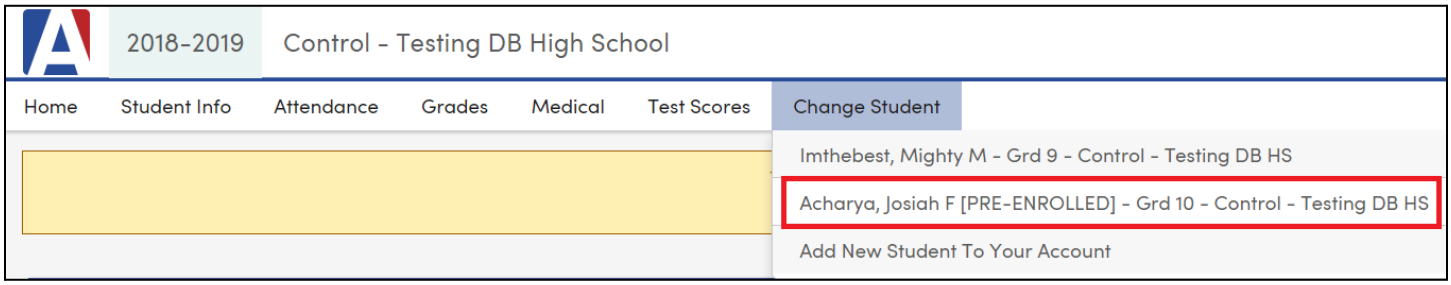
Entering Course Requests through Student Portal
Grade 8

Access the portal at: portal.capousd.org

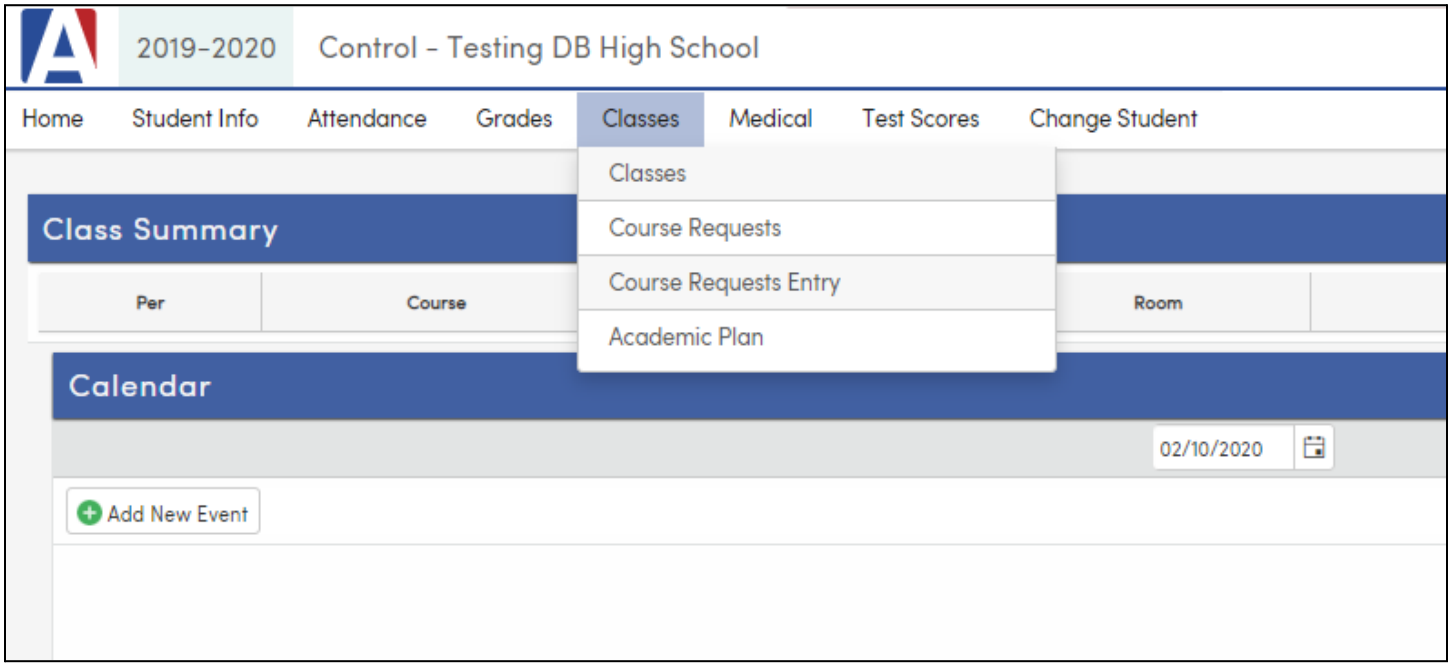
Students must use their own portal account in order to select their elective course requests. Parent accounts do not have the ability to add these requests for their child. Information about the student account can be found in your @capostu.org email.

If you will be attending another school in the fall i.e. Middle school student to High School or Elementary student to Middle School, please make sure you select the correct record for next year from the Change Student menu after you login. It will indicate “pre-enrolled” with the school name and next grade level.

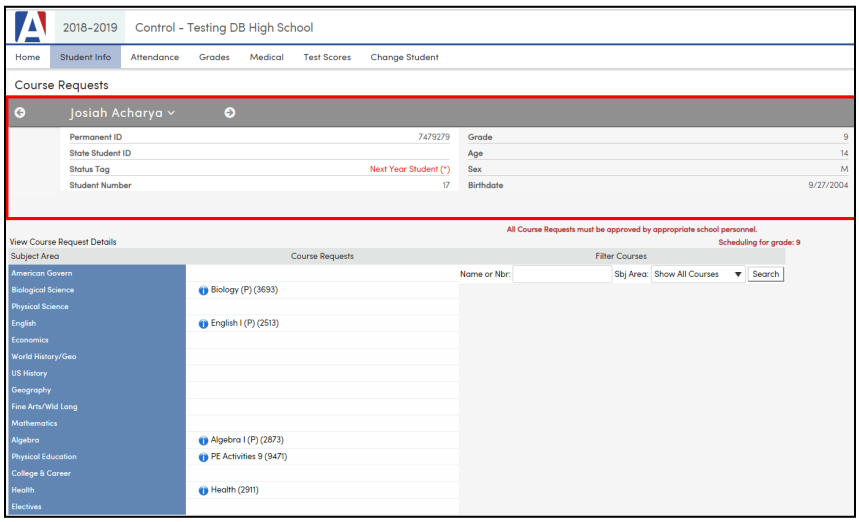
Some users have the new interface view on the initial login, the navigation menu will be on the left of the page. Users can toggle between the old & new interface by clicking on their profile.



From the Home screen, select Classes, Course Requests Entry.

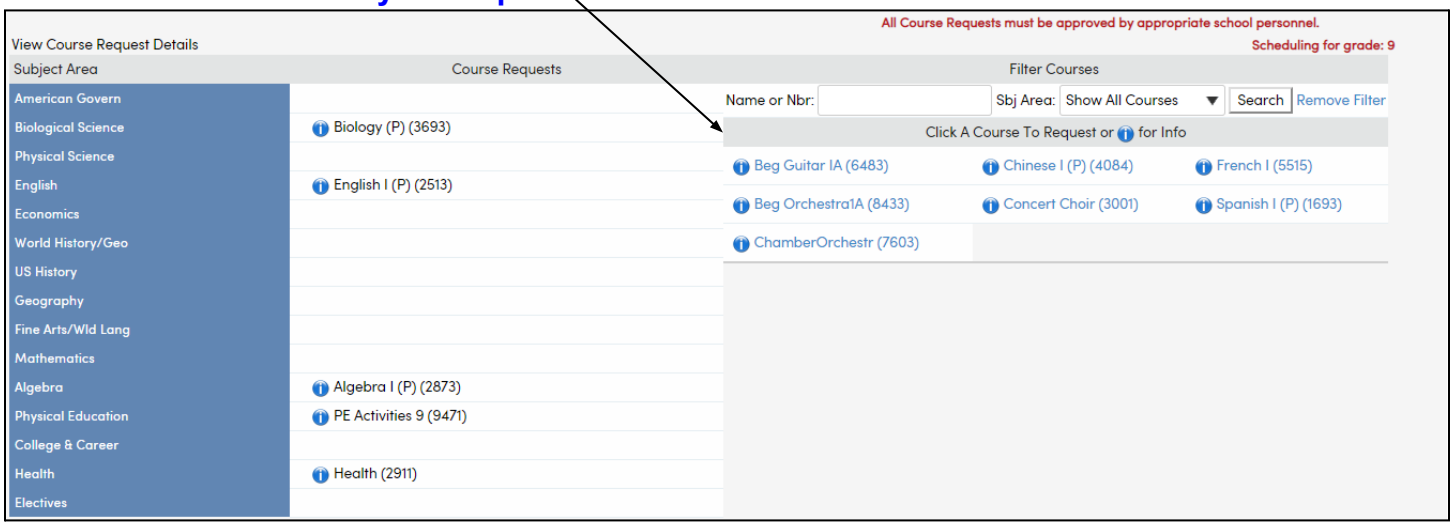


Any current course requests will be listed on the left. You can enter a course number, or search for courses from the right. A search can be done for all courses, or by subject area. Each school determines the courses per grade level that a student has to choose from.

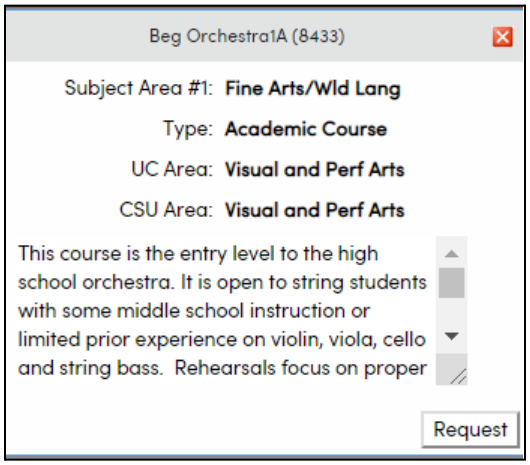


Courses to choose from will display on the right.

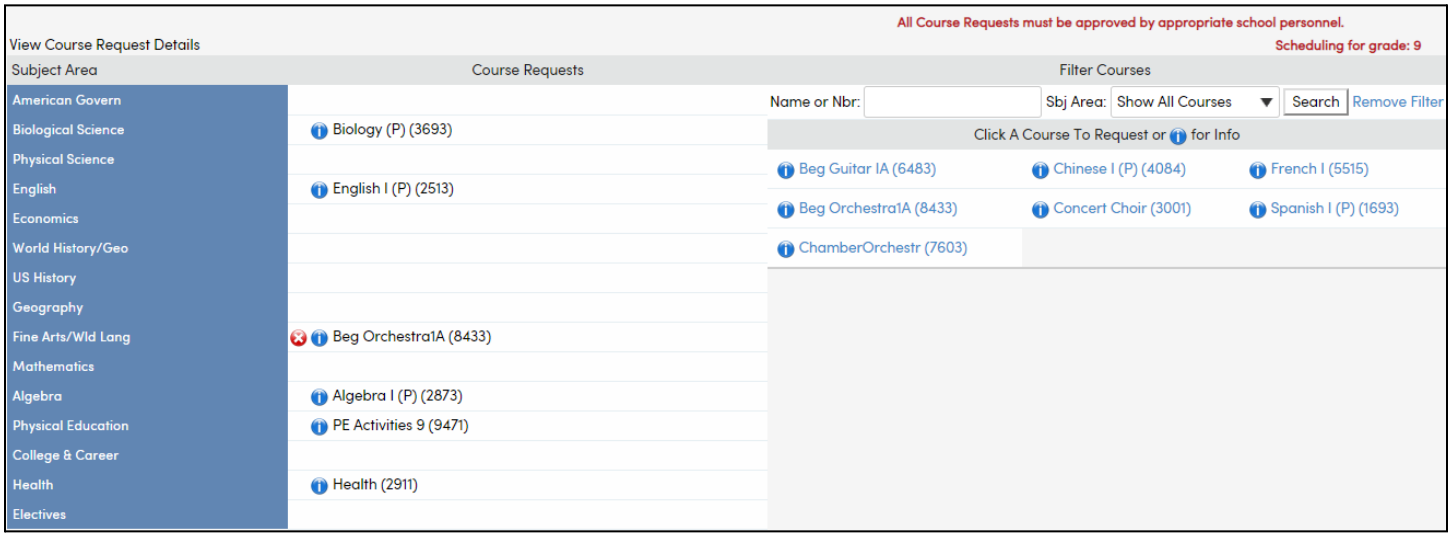
Click on a course to add your request.



Select the "i", to get more information on the course.



The course will be added to your requests.



Repeat the process for each course you need to request. If you need to delete a course select the RED and WHITE "X" to remove the course request.
***** (If there isn't an X, then you are unable to delete the course).**

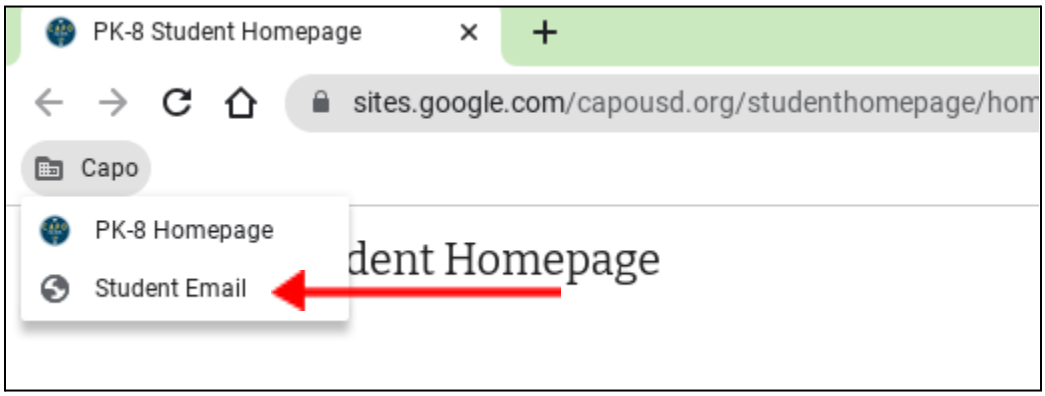
Please contact your schools guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.

Aeries Student Portal Accounts

Students who had their Aeries Student Portal account created automatically by TIS with their **@capostu.org** email address will need to follow the steps below to initialize their account. If students used a personal email address, skip to Step 2.

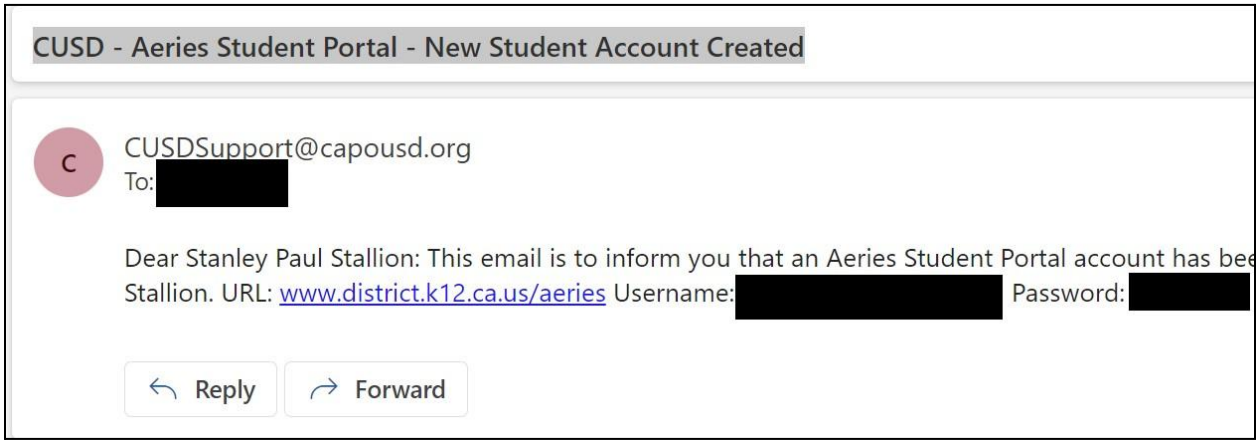
Step 1:
Open your email to look for a welcome email that was sent to you. You can access your student email two ways:

Option 1: When you sign in to your District issued Chromebook and open Chrome, you will have a bookmark on the top of the web browser titled, “”Capo,” under the URL (address) bar. Click on the Capo bookmark and you will see an option for “Student Email.” Select student email and it will direct you to your **@capostu.org** email inbox (See image below).



Option 2: Go to https://outlook.office.com/mail/ and login using your **@capostu.org** username and password to login to your student email.

Step 2:
Once you have accessed your email inbox, look for an email from **CUSDSupport@capousd.org with the subject, “CUSD - Aeries Student Portal - New Student Account Created.”** (See example of email below.)



The email will provide you with the link to access the student portal, your username, and your temporary password. Simply click on the URL link and then use the username and password provided in the email to login to your student portal. Once you login, it will require you to create a new password.