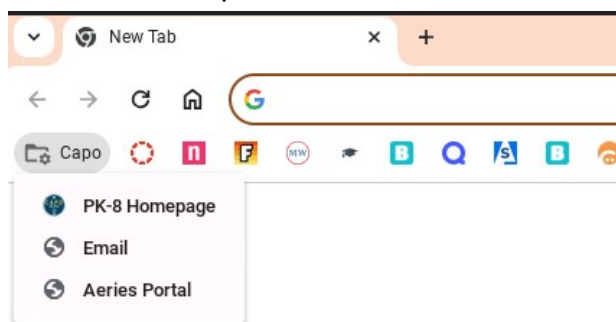


Student Portal Instructions for High School Classes

STEP ONE:

In your Chromebook, find the bookmark at the top that says “Capo” under the URL (address) bar. Click on the Capo bookmark and then click on Email to go into your mailbox.



Note: If an email box does not appear, go to: <https://outlook.office.com/mail/>.

STEP TWO:

In your email mailbox, open the email from CUSDsupport@capousd.org. At the bottom of the email, copy your temporary password and then click on the words [STUDENT PORTAL](#)

STEP THREE:

Sign in using your “@capostu.org” student email and enter the temporary password that was in the email.

STEP FOUR:

 Change your Aeries Password.

Old Password: Enter the **temporary password** that was in the email.

New Password: Create a new password using the guidelines in the red box below.

A screenshot of a web form titled "Change Your Aeries Password". On the left, there is a red-bordered box containing three rules for a new password: "1. Must be at least 8 characters long.", "2. Must contain at least one letter and one number.", and "3. Must be MixED CAsE.". A red arrow points from this box to the right. On the right, there are three input fields: "Old Password:" with a placeholder text "Insert temp password again" in red, "New Password:", and "New Password Again:". Below these fields is an "Update" button.

Write down your password so you remember it!

High schools will visit on the following dates:

Tesoro High School: Thursday, January 8th, 2026

San Juan Hills High School: Thursday, January 15th, 2026

You will be able to select high school classes after their presentation.