

## Receiving Aeries Email Notifications at Your Site

Among the many Aeries transactions that occur, there are a few that result in an email notification being sent to various staff or admin members at your site. Currently there are three important Aeries notification emails that your site may potentially receive from Aeries due to changes being made by a student or parent in the parent portal.

Notification	Why Did We Receive This?	Who Receives This?	What Action is Needed?
<ul style="list-style-type: none"> <li>Create Parent Portal Notification</li> </ul> <p>Student Contact Restriction Exists</p>	Parent/Guardian attempts to create an Aeries parent portal account, yet there exists a contact restriction in the student's Aeries contact records.	Designated office staff for this email: schoolsitename@sbcusd.k12.ca.us  Subject line: Parent/Student Portal Account Identity Verification	Look over the student's Aeries contact records in relation to who is trying to create the account. An admin will decide to Accept or Reject using the email received.
<ul style="list-style-type: none"> <li>Data Confirmation Notification</li> </ul> <p>Student Contact and or Address Records Changed</p>	Parent/Guardian changes their student's Aeries contact records via data confirmation.	Designated office staff for this email: DafaConfschoolsitenameES@sbcusd.k12.ca.us  Subject Lines:  Contact Information Change For  Address Information Change For	The Verified Parent/Guardian screen in Aeries contains the original parent guardian information per initial enrollment. This can be used to compare changes made. Address change
<ul style="list-style-type: none"> <li>Data Confirmation Notification</li> </ul> <p>Student Medical Records Changed</p>	Parent/Guardian changes their student's Aeries medical records via data confirmation.	Site Nurses for this email: CMDschoolsitenameMS@sbcusd.k12.ca.us  Subject line: Medical Information Changed For	Look over the student's medical records, noting any new or changed medical needs.

Student Contact Information Change for: Allan James Abbott (School #=994...

AeriesReports@Aeries.net

To: DataConfSchoolNameMS@sbcusd.k12.ca.us

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1:45 PM

Changes have been made to a Student Contact record of Allan James Abbott (School #=994, Student #=1, Student ID=99400001) with the name: "George Abbott".

The changes were made by Parent Account: "[parent@aeries.com](mailto:parent@aeries.com)".

The changes are detailed below:

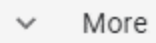
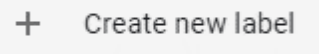
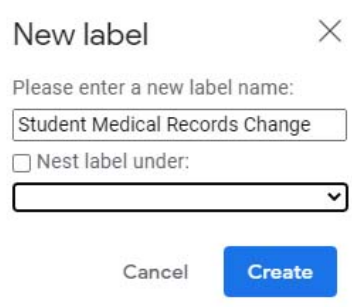

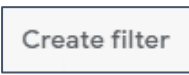
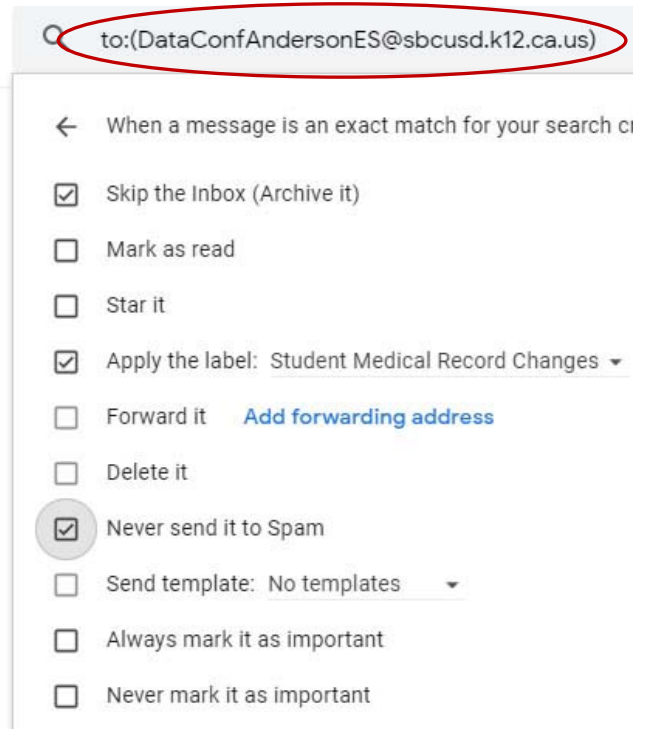
CON.CD (Code) changed from "" to "EC"  
 CON.NP (Notification Preference) changed from "" to "2"  
 CON.PC (Primary Contact) changed from "" to "N"

Could be; ES, MS, or HS depending on your site's grade level.

**NOTE** – If you don't know who is receiving, or if you think no one is receiving, or wish to change who is receiving these Aeries Notifications at your site, create a help ticket aimed at the Security Specialist team within our ticketing system at: [sbcusd.com/helpdesk](http://sbcusd.com/helpdesk).

## Gmail Inbox Filters

You can use filters to automatically route incoming email into Gmail labels/folders. The steps below create a filter that will send an incoming email directly to a label (folder). The filter actions are applied in the order in which they are listed.

CREATE A GMAIL INBOX LABEL	
In the left Gmail pane click <b>More</b> .	
Click <b>Create new label</b> .	
<p><b>Name</b> your <b>label</b> and click <b>Create</b>.</p> <p>Example: Student Medical Records Change.</p> <p>The Label will now appear in the left panel.</p>	
CREATE AUTO FILTER TO LABEL	
Click on the <b>Show Search Options icon</b> on the right-hand side of the search bar.	
Enter the filter criteria, e.g. addressed <b>TO</b> <a href="mailto:DataConfSchoolNameES@sbcusd.k12.ca.us">DataConfSchoolNameES@sbcusd.k12.ca.us</a> and click on the <b>Create Filter</b> button.	
<p>Select:</p> <ul style="list-style-type: none"> <li>• Skip the Inbox</li> <li>• Apply the label: Labe You Created</li> <li>• Never send them to Spam</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>NOTE</b> – Each notification of the three send email to a specific email address at your site. <b>The three email address examples are:</b></p> <ol style="list-style-type: none"> <li>1. Contact Restriction Notification: <u><a href="mailto:schoolsitename@sbcusd.k12.ca.us">schoolsitename@sbcusd.k12.ca.us</a></u></li> <li>2. Contact Change Notification: <u><a href="mailto:DafaConfschoolsitenameES@sbcusd.k12.ca.us">DafaConfschoolsitenameES@sbcusd.k12.ca.us</a></u></li> <li>3. Medical Record Change Notification: <u><a href="mailto:CMDschoolsitenameMS@sbcusd.k12.ca.us">CMDschoolsitenameMS@sbcusd.k12.ca.us</a></u></li> </ol> <p>* Varies depending on your site.</p> </div>	
Click on the <b>Create filter</b> button.	