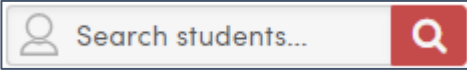
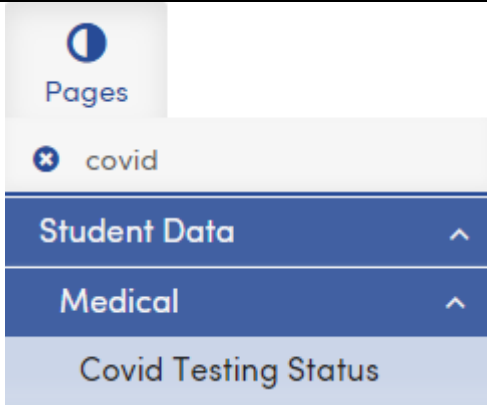





## Using the Covid Testing Status (Opt Out) Page in Aeries

All students without data in this screen are initially deemed Opted-In for Covid testing. Parents/Guardians may choose to have their student "Opted Out" of Covid Testing. This guide will instruct school site staff on how to use the Covid Testing Status page in Aeries for the following:

View and/or enter data for students whose parents have deemed them Opted-Out of Covid testing or have changed from Opted-out back to Opted-In.

Please follow the instructions below and email [techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us) for assistance.

<p><b>Logging In</b></p>	<p><b>Web Address:</b>  <a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></p> <p><b>Username:</b> sbc-district\firstlastname</p> <p><b>Password:</b> District password</p>
<p><b>Locating a Student</b></p>	<p>Input student's <b>ID number</b> or <b>Name</b> into the <b>Search Students</b> field and press <b>Enter</b> (e.g., last, first)</p> 
<p>Go to the <b>Covid Testing Status</b> page.</p>	
<p>Click the <b>Add</b> button.</p> <p>-or-</p> <p>Click the <b>Edit</b> button.</p>	 

<p>Enter the <b>Date</b>.</p>	<p>Date Entered</p> <p>01/24/2022 </p>
<p>Enter the <b>School Year</b>.</p>	<p>School Year</p> <p>2021 ▼</p>
<p>Choose <b>Opted Out of Testing</b>.</p> <p><b>NOTE:</b> Only use the <b>Allow Testing</b> status if a parent/guardian changes their mind and opts in after opting out.</p>	<p>Status</p> <p>▼</p> <p>Out Opted Out of Testing In Allow Testing</p>
<p>Enter the <b>Parent or Guardian's</b> first and last name.</p>	<p>Parent or Guardian</p> <p>First Last</p>
<p>It is not necessary to use the <b>Notes</b> area unless a parent opts in after opting out. You can note prior status info here.</p>	<p>Notes</p> <p>Note here if a parent/guardian changes their mind and opts in after opting out of testing.</p>