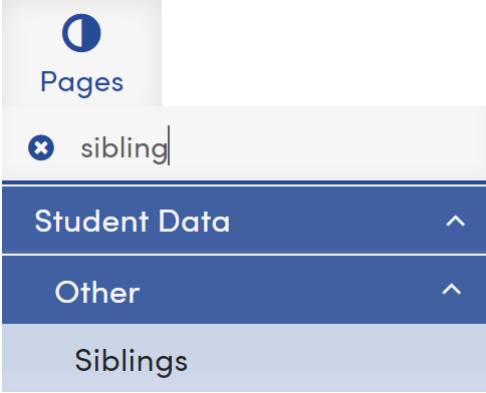

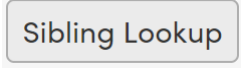
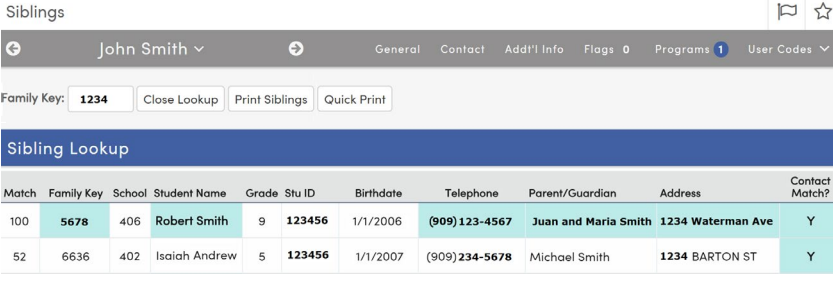


Aeries – Using the Sibling Lookup Tool to Match Siblings

The Sibling Lookup tool allows staff to see a list of a student's potential siblings and match them based on last name, phone numbers, email addresses, and street addresses. Please follow the instructions below and email techtraining@sbcusd.k12.ca.us for assistance.

Login to Aeries and go to your School Site .	https://sbcusd.asp.aeries.net/admin/Login.aspx
Login Info:	Username: sbc-district\firstnamelastname Password: District password
Go to the Siblings page.	
Search for the student you want to match with a sibling.	
Click on the Sibling Lookup button.	
A list of possible matches will appear. Fields that match will be highlighted.	

<p>Each row also includes a Match field, which is a number between 0 and 100 that indicates how strong the match is based on the amount of fields in common. The best match will appear on top.</p>	<table border="1"> <thead> <tr> <th data-bbox="667 94 773 170">Match</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 170 773 254">100</td> </tr> <tr> <td data-bbox="667 254 773 338">52</td> </tr> </tbody> </table>	Match	100	52
Match				
100				
52				
<p>If the potential match is based not only on student demographics but also on contacts, the Contact Match column will display a Y for yes. Click the row to display details about the matching contact data.</p>	<table border="1"> <thead> <tr> <th data-bbox="667 380 773 464">Contact Match?</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 464 773 548">Y</td> </tr> <tr> <td data-bbox="667 548 773 632">Y</td> </tr> </tbody> </table>	Contact Match?	Y	Y
Contact Match?				
Y				
Y				
<p>Once you have decided to associate the current student with one of the potential matches in the Sibling Lookup, click the row, then click the Match to Selected Family Key button. The student record will be updated with the selected Family Key.</p>	<div data-bbox="683 695 1162 768" style="border: 1px solid blue; padding: 5px; text-align: center;">Match to Selected Family Key</div>			
<p>If none of the potential matches are the student's actual siblings, click the Create New Family Key button. The student will be assigned an unused Family Key, indicating that there are no siblings for the student.</p>	<div data-bbox="683 1085 1073 1159" style="border: 1px solid blue; padding: 5px; text-align: center;">Create New Family Key</div>			