

# Switching Databases and Years

Modified on: Wed, Aug 23, 2017 at 3:32 PM

Data within the **Aeries** database is generally segmented by School. At the District level, users have access to all schools. Permissions can be granted to users at the school or district levels.

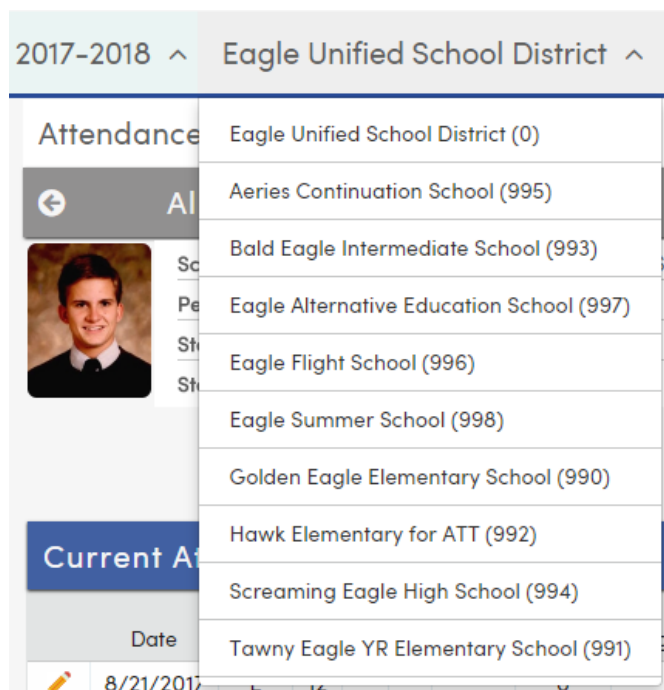
- District - your data is stored in a centralized database that maintains information for all students within a district (school 0)
- School - student records are organized across the schools within your district
- School Year - you will have a separate Aeries database for each school year

Examples of additional databases your district may maintain include:

- Inactive Students
- Home/Hospital Students
- Non Public School (NPS) Students
- Sandbox - test database that allows people to manipulate data, try functions, without impacting live/reportable data

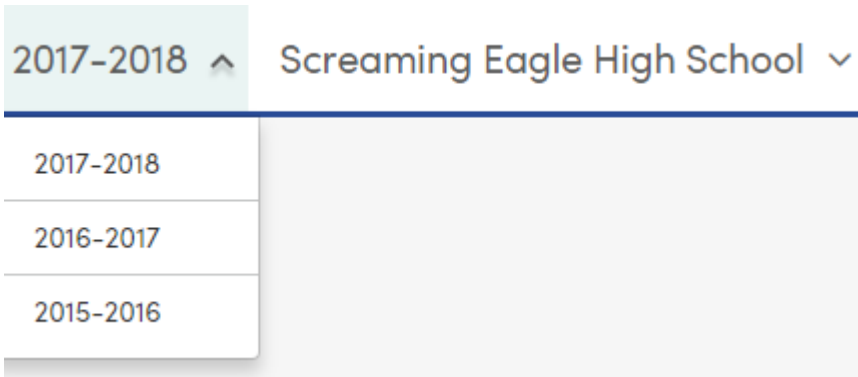
## Changing between Schools/District

In the **Aeries Web**, to change between schools, locate the current school that is noted on the heading bar across the top of any **Page**. Next to the school name is an arrow selecting this arrow presents a drop-down box that displays all of the schools the user has access to login to. Simply click the desired school to switch.

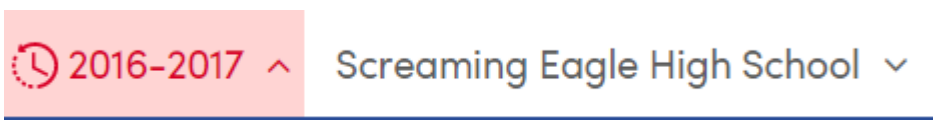


## Switching School Years

To change to a prior year database in Aeries Web, locate the Year that is noted on the heading bar across the top of any **Page**. Next to the Year is an arrow selecting this arrow presents a drop-down box that displays all of the past years the user has access to login to.



Simply click the desired school year to switch. When logged into a prior school year, the year indicator at the top will display red denoting you are accessing a different school year.



Note: If it is necessary to change to a different database group, you must Log Out and select a different database group from the login page.