
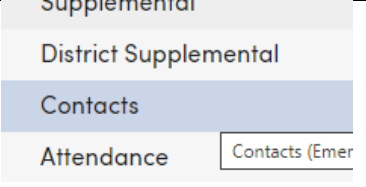
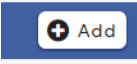
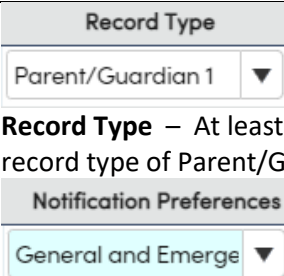
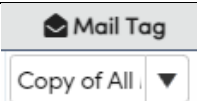


Aeries - Creating Student Contacts

<p>1. Login to the Aeries at: https://sbcusd.asp.aeries.net/admin/</p> <p>Username: sbc-district\firstnamelastname</p> <p>Password: District email password</p> <p>2. Select the SBCUSD Database and click Sign In</p> <p>3. Select your school and click Continue</p>	
<p>4. Locate the student's Aeries record</p> <p>5. Type "contact" into the pages filter</p> <p>6. Click on Contacts</p>	
<p>7. Click on the Add or Change button</p>	
<p>8. Enter the following required fields</p> <p>Last Name, First Name, Lives With, Relationship, Record Type, Notification Preferences, Telephone, and Mobile</p>	 <p>Record Type – At least one contact should maintain a record type of Parent/Guardian 1.</p> <p>Notification Preference – The Parent/Guardian contact record should maintain a Notification Preference of General and Emergency.</p>
<p>NOTE – PARENTSQUARE will not contact the student's proper contact if the above conditions don't exist. At least, one record must have a Record Type of Parent/Guardian 1 with a Notification Preference of General and Emergency Announcements. This record must have a Telephone number or Mobile phone entry.</p>	
<p>9. Enter the following recommended fields</p> <p>Address, City, State, Zip, Mail Tag, Ed Level, and Email Address</p>	 <p>Mail Tag – Define which types of Postal Mail the contact will receive.</p> <p>Note - Only applies to parents/guardians who have a different mailing address than what is displayed on the Demographics screen. Also note that If the parent/guardian LIVES WITH the Student AND has the SAME address as the student, then they DO NOT need to request a Copy of All Mail. They will get it automatically.</p>
<p>10. Click on Save</p>	