
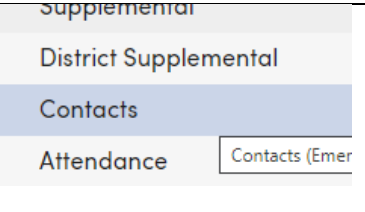
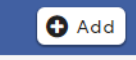
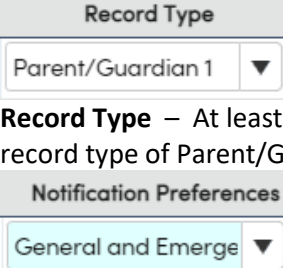


### Aeries - Creating Student Contacts for Auto Parent Portal

<p>1. Login to the Aeries at:  <a href="https://sbcusd.asp.aeries.net/admin/">https://sbcusd.asp.aeries.net/admin/</a>  <b>Username:</b> sbc-district\firstnamelastname  <b>Password:</b> District email password</p> <p>2. Select the <b>SBCUSD</b> Database and click <b>Sign In</b></p> <p>3. Select your <b>school</b> and click <b>Continue</b></p>	
<p>4. Locate the <b>student's</b> Aeries <b>record</b></p> <p>5. Type "<b>contact</b>" into the <b>pages filter</b></p> <p>6. <b>Click on Contacts</b></p>	
<p>7. <b>Click on the Add or Change button</b></p>	
<p>8. <b>Enter the following required fields</b></p> <p><b>Last Name, First Name, Lives With, Relationship, Record Type, Notification Preferences, Telephone, and Mobile</b></p>	 <p><b>Record Type</b> – At least one contact should maintain a record type of Parent/Guardian 1.</p> <p><b>Notification Preference</b> – The Parent/Guardian contact record should maintain a Notification Preference of General and Emergency.</p>
<p><b>NOTE</b> –A <b>PARENT PORTAL ACCOUNT</b> will be automatically created if the student’s proper contact record contains the following conditions; one record must have a <b>Record Type</b> of <b>Parent/Guardian 1</b> or <b>Parent/Guardian2</b>, with a <b>valid Email Address</b>, and the <b>Portal?</b> field set to either <b>Blank</b> or <b>Y</b>.</p>	
<p>9. <b>Click on Save</b></p>	