HOW TO UPDATE STUDENT/PARENT INFORMATION IN AERIES PARENT PORTAL

The following examples show how to request an address change, how to change a parent's phone number or email, and how to update emergency contacts. These are changes a parent can make throughout the year if information changes.

*Please note this does not replace the requirement for parent/guardians to complete Data Confirmation, which is required to complete in July annually.

Example: How to request an address change.

1. Log into your Aeries Parent Portal Account.
2. Find and click "Data Confirmation" on the navigation tree on the left hand side.
3. Click on the "Student" section and click the "Change" button. Enter the new Mailing Address and Residence Address (if different from Mailing Address), hit the "Save" button.
   Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information. Once the school has a new proof of residency from you, they will change Aeries to the updated information.

Example: Changing a Parent phone number

1. Click "Contacts" on the navigation tree on the left hand side.
2. Click on the pencil icon next to the contact who needs information updated.

3. Enter the new phone number under the "Telephone" section and the "Mobile Phone" section, hit "Save" at the bottom.

Example: Changing a Parent email address

1. Your email address is associated with an active Portal account and cannot be edited in the "Contact" section. After logging into the account, it can be changed by clicking "Change Email" from the menu in the top right corner.