

## How to change phone number in Aeries Web

- Login to Aeries Web through the district website

Alvord Unified School District

Sign In with Aeries

**Aeries**  
Student Information System

Username

Password

Year:  
2016-2017

Sign In

Aeries Web Version 7.16.7.22  
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[Background Image Info](#)

- Search for a student to update contact phone number

2016-2017 Arlanza Elementary School

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
441	Quirarte	Monica			F	2	10	9/22/2015

Student Demographics

Residence and Mailing Address: 5881 Montgomery St #A, Riverside, CA 92503

Grid Code: 441, ResSchl: Arlanza Elementary School (202), IntDist: Not applicable, TransDist: Not applicable, IntDist Exp Dt: 9/22/2015

Parent/Guardian: Monica Quirarte, Telephone: (951) 992-2449, Extn: , Prog: , Att Prg 1: , Att Pr: , Enter Dt: , Leav: , RcdRel: , Primary Contact 1: (951) 662-6394, cell, Sch: 9/22/2015, Email: , Primary Contact 2: (951) 992-2449, cell, Dist: 9/22/2015

Teacher	Room	Corr/Lng	Rpt/Lng	Lang/Flu	SM	DM	Family#
727 - Trevino	5	English	Spanish	LEP/EL (L)	K	K	55221

Next Sch: Arlanza Elementary (202), Next Grd: 2, Next Tchr: (0), Next Prg: , Next Prg 2: , Next ResSchl: Arlanza Elementary School (202), Next IntDist: Not applicable, Next TransDist: Not applicable

Add Change Delete Reports Take Student Picture Upload Student Picture

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- **Navigate to Contacts in Student Data**

The screenshot shows the Aeries web interface for the 2016-2017 school year at Arlanza Elementary School. The 'Emergency Contacts' page is displayed, featuring a table with columns for Flag, Student, Last Name, First Name, Middle Name, Perm ID Num, Sex, Grd, Age, Prog, Track, RptgLang, LangFlu, Status, and Student Email. Below the table, there are sections for Mailing Name, Address, Relationship, Telephone, and Email Address. A 'Print' button is visible in the bottom right corner.

- **Select contact whose number needs to be changed or linked. Click on *Link* to link Primary contact 1 and Primary contact 2**

The screenshot shows the Aeries web interface for the 2016-2017 school year at Arlanza Elementary School. The 'Emergency Contacts' page is displayed, featuring a table with columns for Flag, Student, Last Name, First Name, Middle Name, Perm ID Num, Sex, Grd, Age, Prog, Track, RptgLang, LangFlu, Status, and Student Email. Below the table, there are sections for Mailing Name, Address, Relationship, Telephone, and Email Address. A 'Print' button is visible in the bottom right corner. A red arrow points from the 'Link' button at the bottom to the 'Primary Contact 1' cell in the table. Another red arrow points from the 'Link' button to the 'Link' button in the bottom right corner.

- Another window opens when Link is selected

Primary Contact 1

Field	Description
<input type="text"/>	<input type="text"/>

Primary Contact 2

Field	Description
<input type="text"/>	<input type="text"/>

Save Cancel

- Click on *Field*. The following options will drop down

Primary Contact 1

Field	Description
<input type="text"/>	<input type="text"/>

Primary Contact 2

Field	Description
<input type="text"/>	<input type="text"/>

Save Cancel

- None
- TL Telephone
- WP Work Phone/Extn
- CP Mobile Phone
- PA Pager

- Select the phone number type to link to Primary contact 1 or Primary contact 2. Click *Save*

Primary Contact 1

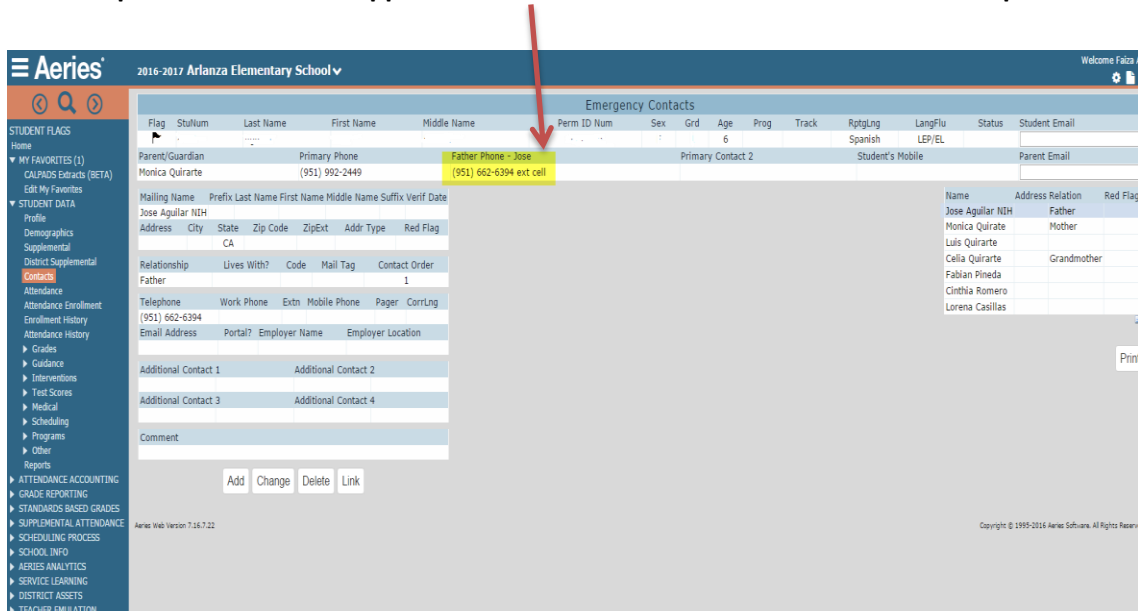
Field	Description
TL	Father Phone - Jose

Primary Contact 2

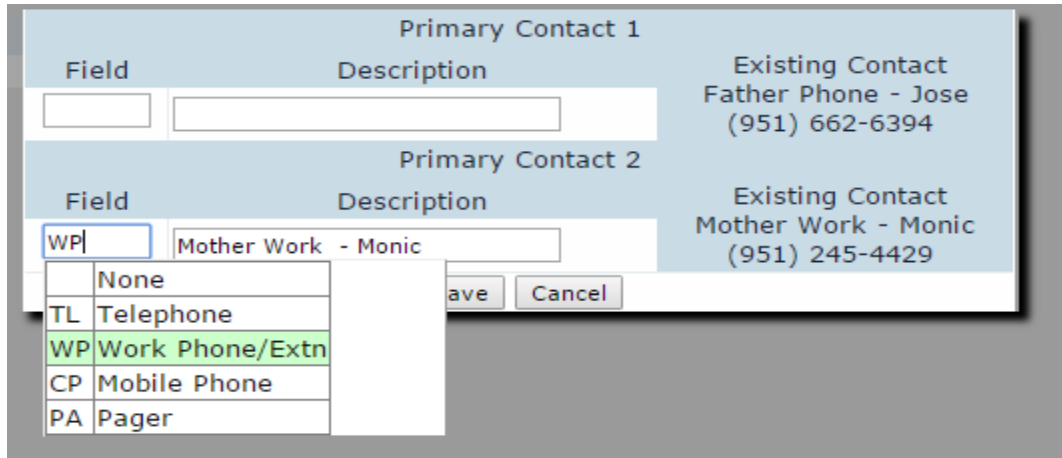
Field	Description
<input type="text"/>	<input type="text"/>

Save Cancel

- Selected phone number will appear in Stu1 with the contact name and relationship



- Follow the same steps for Primary Contact 2



- To remove an existing Primary contact from the list, select none and press Save. Number will be removed

