## How to change phone number in Aeries Web

• Login to Aeries Web through the district website

Alvord U	Jnified School District
Α	Sign In with Aeries
Stu	Aeries dent Information System
	Username
	Password
Year:	
2016-20	17 💌
	Sign In
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• Search for a student to update contact phone number

<b>≡</b> Aeries <sup>:</sup>	2016-2017 Arla	nza Elemer	ntary School	¥											Web
000	s	tu#		Last Name		First Name		Middle Name		Suffix	Sex	c Grd	Age		Birthdate
								1							
STUDENT FLAGS	~ P	erm ID#		Last Alias		First Alias	-	Middle Alias			Birt	h Verif			Status
Home															Active
<ul> <li>MY FAVORITES (1)</li> </ul>	~														
CALPADS Extracts (BETA)	Student Data 1 Stu	dent Data 2						<b>\</b>							
Edit My Favorites	_														
STUDENT DATA					-			Stutent Demogra	aphics						
Profile			Residence	and Mailing Addr	ress 🔛									Addr. Ve	rif
Demographics	Ch	ange	5881 Mont Riverside	gomery St #A				<u>۱</u>						1	
District Supplemental	Grid Code	2	inverside,	CA 92303	ResSchl			IntDi	ict	TrancDist	Tr.	ntDist Evo Dt		Nam	no Addr Vor
Contacts	441			Arlanza Fler	nentary School (2	02)		Not appl	icable	Transpise		ntoist exp or		0	/22/2015
Attendance				Anoneo Erch	including School (2	02)		Not upp	icubic					-	122/2013
Attendance Enrollment			Pan	ent/Guardian					Telephone		Extn	Prog	Att P	rg 1	Att Pr
Enrollment History	Nai	ne: Monica Qu	irarte					Prima	ry: (951) 992-244	9					
Attendance History	Ed	LvI: High Scho	ol Graduate (2)					Studen. Aob	ile:				Ent	ær Dt	Leav
Grades	Rcdi	Rel:						Primary Contac	<u>t 1</u> : (951) 662-639	ŧ .	cell	Schl:	9/2	2/2015	
Guidance	Em	ail:						Primary Contac	t 2: (951) 992-244	•	cell	Dist:	9/2	2/2015	
Interventions		Teacher			Room	Corrin	n	Rotal n	0	LangElu		SM	DM		Family#
Test Scores		727 - Trevi	00		5	English	9	Snanis	9 h	LED/FL (L)		ĸ	K		55221
Medical		Ethnicit	v		Paca	English		Dirth (	ninu.		State	N.	K	Countr	
Scheduling		V	у		White			Biyon	ido		CA			Count	ÿ
Programs					white			Nivers	NUE		CA			05	
Other	User1	User2	User3	User4	User5	User6	User7	User8	User9	User10	OptOut	User12		Regist	Mess
Reports					A										
ATTENDANCE ACCOUNTING				Novt Schl					Novt Ord		Novt Tchr			Schod	Cro
GRADE REPORTING			Art	Next Schi	(202)				2		(0)			Scried	Gip
STANDARDS BASED GRADES			Novt Crid Cod	niza ciementary	(202)		Next Dra		2	Next Dra 1	(0)			Next Dra 2	
SUPPLEMENTAL ATTENDANCE			Next Grid Cot	e			Next Prg			Next Prg 1				Wext Prg 2	
SCHEDULING PROCESS					Descald.					Next Texplet				auto Tana a Dilat	
SCHOOL INFO				Next	Ressoni					Next IntDist			N	axt franspist	
AERIES ANALYTICS				Arianza Elemen	tary School (202)					Not applicable					
SERVICE LEARNING						dd Chango	Doloto Dor	oorte Tako Stud	ont Dicture Unk	ad Student Dicture					
DISTRICT ASSETS TEACHER FAMILY ATTOM					-	uu ondinge	Delete Kel	Jons I idke Sluu	ent i ctule Opic	au Suucill Ficture					
FIEACHER EMULATION															
View All Reports	Aeries Web Version 7.16.7.	22											Copy	right © 1995-2016	Aeries Software, A
view All Politis															

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• Navigate to Contacts in Student Data

<b>≡</b> Aeries <sup>:</sup>	2016-2017 Arlan	iza Elementa	ary School v	,											W	elcorne Faiza Asif Q 🔓 🎦 😧
0 Q ()							Emerger	cy Contacts								
	Flag Stutum	Last Nar	ne Fi	rst Name	Middle	Name	Perm ID Num	Sex Gri	d Age	Prog	Track	RptgLng	LangFlu	Status	Student Email	
STUDENT FLAGS	P an	2.1		a				- C - C	1			Spanish	LEP/EL			
WY EAUNDITES (1)	Paren Guardian		Primary Pho	ne	Prim	ary Contact 1		Primary Cor	ntact 2			Student's	s Mobile		Parent Email	
CALPADS Extracts (RETA)	Mica Quirarte		(951) 992-2	449	(951	L) 662-6394 ext cell		(951) 992-2	2449 ext cell							
Edit My Favorites																
▼ STUDENT DATA	Mailing Name Pr	refix Last Name	First Name Mic	idle Name	Suffix Verif Date									Name .	Address Relation	Red Flag
Profile	Jose Aguilar NIH													iose Aguilar NIH Manian Ouivata	Father	
Demographics	Address City	State Zip Co	ide ZipExt	Addr Typ	ie Red Flag									vionica Quirate	Mother	
Supplemental		CA												uis Quirarte	Course of the second	
District Star emental	Relationship	Lives With?	Code Mail	Tag (	Contact Order									Lella Quirarte	Grandmot	ner
Contacts	Father				1									-abian Pineda		
Attendance Attendance Facellment	Telephone	Work Phone	Extr. Mobile F	hone P	ager Corring									Linthia Komero		
Allenuance chroninent	(951) 662-6394				-99									orena Casillas		
Attendance History	Email Address	Portal? Emp	loyer Name	Employe	er Location											43
▶ Grades			,													
Guidance	Additional Contract		a datat and a	C												Print
Interventions	Additional Contact	1	Additional	Contact 2												
Test Scores	Additional Contact	2	Additional	Contact A												
Medical	Additional Contact.	5	Audicional	CUILIACL 4												
Scheduling	-															
Programs	Comment															
▶ Utter Denoste																
NUTTENDANCE ACCOUNTING		Add Char	na Dolata	Link												
GRADE REPORTING		Add Cildi	ige Delete	LIIK												
STANDARDS BASED GRADES																
► SUPPLEMENTAL ATTENDANCE	Aeries Web Version 7.16.7.22													Copyright (2)	1995-2016 Aeries Software	Al Rights Reserved.
SCHEDULING PROCESS														241-Jul 0		

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

<b>=</b> Aeries'	2016-2017 Arlanz	za Elementary	School 🗸										We	elcome Faiza A 🌻 🔓
$\bigcirc Q \bigcirc$						Emergen	cy Contacts							
STUDENT FLAGS	Flag StuNum	Last Name	First Na	me Middle	Name	Perm ID Num	Sex Grd	Age 1	Prog Prack	RptgLng Spanish	LangFlu LEP/EL	Status	Student Email	
Home MY FAVORITES (1) CALPADS Extracts (BETA)	Parent/Guardian Monica Quirarte	P (	rimary Phone 951) 992-2449	Prin (95)	nary Contact 1 1) 662-6394 ext cell		Primary Contac (951) 992-2449	ct 2 9 ext cell		Student	s Mobile		Parent Email	
Edit My Favorites V STUDENT DATA Profile Demographics Supplemental	Mailing Name Pri Jose Aguilar , Address City !	efix Last Name Firs State Zip Code CA	t Name Middle Na ZipExt Addr	ar e Suffix Verif Date Vpe Red Flag							Nai Jos Mo Lui	me se Aguilar nica Quirate is Quirarte	Address Relation Father Mother	Red Flag
District Supplemental Contacts Attendance	Relationship Father	Lives With? Co	ide Mail Tag	Contact Order							Cel Fat Cin	lia Quirarte bian Pineda nthia Romero	Grandmot	her
Attendance Enrollment Enrollment History Attendance History	Telephone (951) 662-6394 Email Address	Work Phone Ext Portal? Employe	n Mobile Phone <sup>,</sup> Name Emj	Pager CorrLng oyer Location							Lor	rena Casillas		1
Guidance     Interventions     Test Scores	Additional Contact 1	L	Additional Conta	t2										Print
Medical     Scheduling     Programs	Additional Contact 3	}	Additional Conta	t 4										
Other Reports     ATTENDANCE ACCOUNTING GRADE REPORTING STANDARDS BASED GRADES		Add Change	Delete Link											
SUPPLEMENTAL ATTENDANCE SCHEDULING PROCESS SCHOOL INFO AERIES ANALYTICS SERVICE LEARNING DISTRICT ASSETS TEACHER EMULATION	Aeries Web Version 7.16.7.22											Copyright (S	1995-2016 Aeries Software.	Al Rights Reserve

• Another window opens when *Link* is selected



• Click on Field. The following options will drop down



• 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
	Save Cancel

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

$\equiv$ Aeries <sup>:</sup>	2016-2017 Arlanza Elementary School ∨		Welcome Faiza A 🔅 🔓
© <b>Q</b> (S)		Emergency Contacts	
CONTRACTS     CONTRACTS	Flag     Stulium     Last Name     First Name     Middle Name       Parent/Gardinal     Primary Phone     Father Phone       Monica Quirante     (951) 952-2449     (951) 652-659       Mailing Name     Prefix Last Name First Name Middle Name Suffix Verif Date     (951) 652-659       Jose Aguilar VitH     Address     CA     CA       Relationship     Lives With?     Code     Mail Tag     Contact Order       Father     1     CA     1     State     State       (551) 652-534     Email Address     Portal? Employer Name     Employer Location       Additional Contact 1     Additional Contact 4     Comment	Emergency Contacts Perm ID Num Sex Grd Age Prog Track Rptg Spa Sose Primary Contact 2 St 4 ext coll	Ing LangFlu Status Student Email Isin LEP/EL Parent Email Udent's Mobile Parent Email Name Address Relation Red Flag Nonca Quirate Mobher Lais Quirate Grandmother Faban Rinda Cichia Romero Lorena Casillas
STANDARDS BASED GRADES     SUPPLEMENTAL ATTENDANCE     SCHEDULING PROCESS     SCHOOL INFO     ARRIES ANALYTICS     SERVICE LEARNING     DISTRICT ASSETS     TOTOMIC EMPLOYED	Anne Wei Neter 7357.22		Capyright & 1995-2016 Annu Software, Al Rights Rearies

• Follow the same steps for Primary Contact 2

			Prima	ry Contact 1	
Field		Description	n	Existing Contact	
				Father Phone - Jose (951) 662-6394	
			Prima	ry Contact 2	
Field		Description	n	Existing Contact	
WP	WP Mother Work		- Monic		(951) 245-4429
	None		av	e Cancel	
TL	Telep	hone		cancer	
WP	Work	Phone/Extn			
СР	Mobil	e Phone			
PA	Page	r			

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

