

Update contact information in Aeries Parent Portal

Login to Aeries Parent Portal:

1. <https://alvord.asp.aeries.net/student> OR
2. <https://www.alvordschools.org> Click on "Parents", and then click on Aeries Parent Portal

In Aeries, go to "Student Info" horizontal navigation to access the "Contacts" page.

The screenshot shows the Aeries Parent Portal interface. The top navigation bar includes 'Home', 'Student Info', 'Attendance', 'Grades', 'Classes', 'Medical', 'Test Scores', and 'Change Student'. The 'Student Info' menu is open, showing options: Profile, Demographics, Contacts (highlighted), Data Confirmation, Activities and Awards, Authorizations, and Fees and Fines. Below the menu, a table displays student information with columns for Teacher, Room, Gradebook, Mark, and Trend. A 'Calendar' section is visible at the bottom.

Select the Contact to edit. Click on the pencil icon to make the change.

OR click on the "Add" button circled red to add additional contact(s).

The screenshot shows the 'Contacts' page in the Aeries Parent Portal. A contact entry for 'Lupe' is displayed, with a pencil icon for editing. The contact details include 'Mother', 'CA', and a cell phone number. A red circle highlights the 'Add' button in the top right corner. The page also shows 'More Info' and 'Last Updated: 8/12/2019 7:59 AM'.

Make the necessary changes, then click on "Save" button at the bottom of the page.

The screenshot shows the 'Edit Contact' form in the Aeries Parent Portal. The form includes fields for Last Name, First Name, Mailing Name, Address, City, State, Zip Code, ZipExt, Address Type, Relationship, Code, Notification Preferences, Attendance Notification, Telephone, Work Phone, Fax, and Mobile Phone. A yellow 'Save' button is highlighted at the bottom. A warning message states: "This email address is associated with an active Portal account and cannot be edited here. After logging into the account, it can be changed by clicking Change Email from the menu in the top right corner."