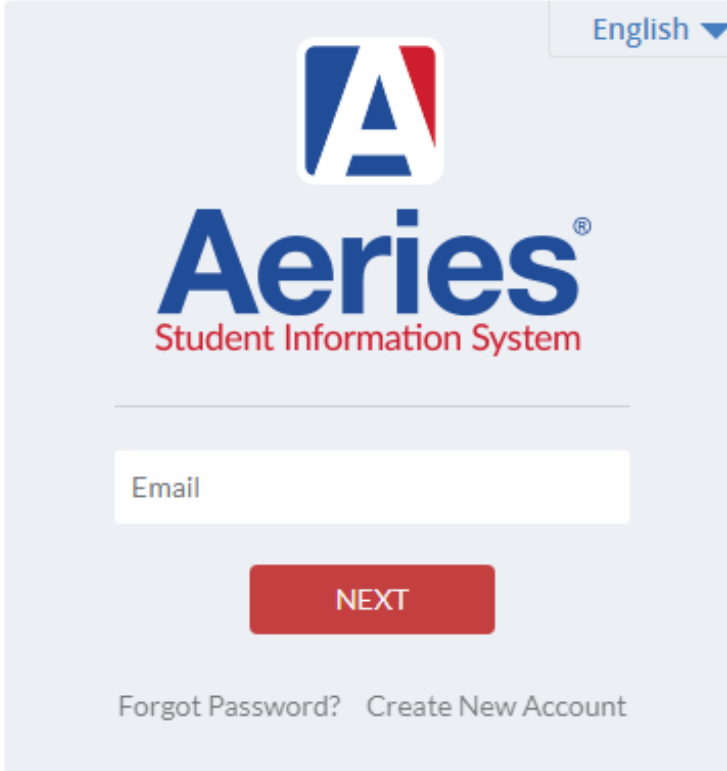


Aeries Parent Portal Contacts – Adding and Updating

To Access our Parent Portal – click on the link below

<https://aeries.kermanusd.com/parent/LoginParent.aspx?page=default.aspx>

Kerman Unified School District



English ▼

Aeries
Student Information System

Email

NEXT

Forgot Password? Create New Account

If you have already setup your Parent Portal Account, please login. If you have not setup your account, please follow the instructions below

Instructions for Creating a New Account

- Click "**Create New Account**" at the bottom of the login box.
- Choose "**Parent**" as the Account Type and click on Next.
- Add this email address to your "contacts" or "safe senders" list to ensure you receive this email. aeriesnetsmtp@kermanusd.com
- Enter your personal e-mail address, your password choice and click on "Next" (one time).
- **A VERIFICATION email WILL BE SENT TO YOU.** Click on "**Confirm This Email Address**".
- Return to the Login Page and log on.
- Enter the Permanent ID number, the Home Telephone Number (or main number you provided to the school), and the VPC Security Code that was mailed to you. Click "Next".
- Select one contact name at a time, update the e-mail and then click "Next".
- You may now add another student at the next screen or begin to e-Register your child(ren).

Aeries Parent Portal Contacts – Adding and Updating

The screenshot displays the Aeries Parent Portal for Golden Eagle Elementary School. The page includes a navigation menu, a welcome message, a notification preferences sidebar, a class summary table, and a calendar.

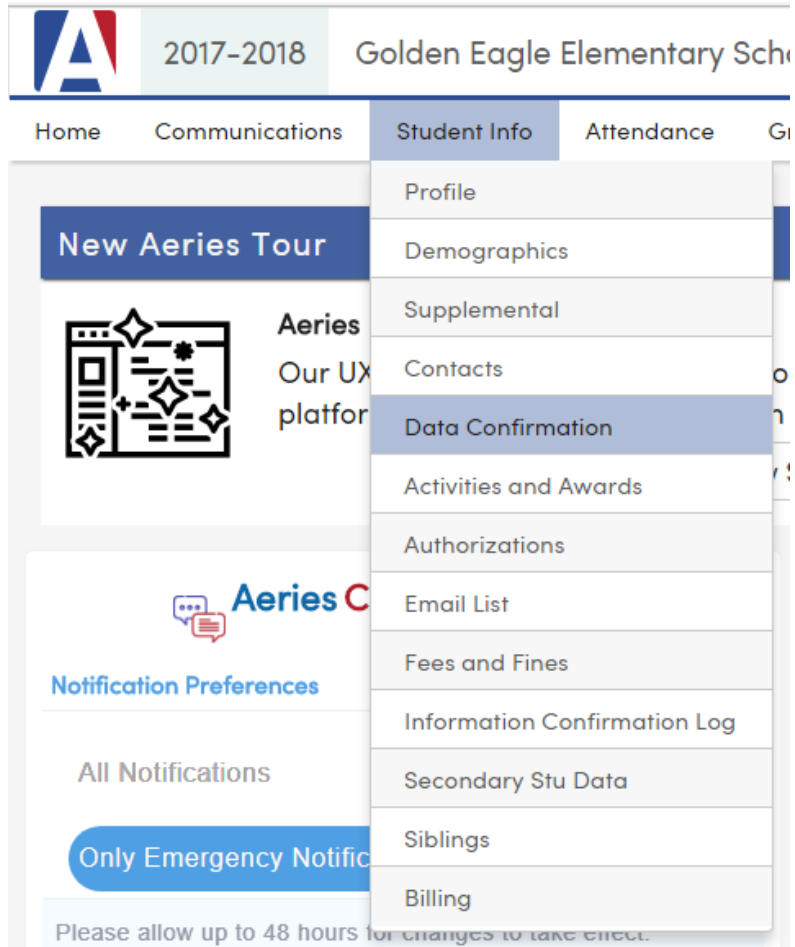
Class Summary Table:

Teacher	Gradebook	Mark	Trend	Missing Assignment	Past 5 Days T F M T W	Website	Access Code	Last Updated
Enos	aladkjakdtdf - Trimester 1	90.0%		0	- - - - -			Sep 27
Enos	ELA (Rubric) - Trimester 1	268.3%		0	- - - - -			Apr 19
Enos	Math - Trimester 1	90.5%		0	- - - - -			Apr 19
Enos	Physical Education - Trimester 1	88.7%		0	- - - - -			Apr 19
Goode	Science (Enos' Class) - Trimester 1	AD (96.0%)		0	- - - - -			Apr 19
Enos	Social Studies (Goode's Class) - Trimester 1	0.0%		0	- - - - -			Jan 01
Enos	Social Studies (My Class) - Trimester 1	86.6%		0	- - - - -			Apr 19
Enos	read - Trimester 1	0.0%		0	- - - - -			Jan 01
Enos	Work Habits / Behavior (Rubric) - Trimester 1	0.0%		0	- - - - -			Apr 19

Calendar: 09/27/2017. Add New Event. Display: Day. You have no events for this date.

After you have successfully logged in you will see the screen similar to the one above.

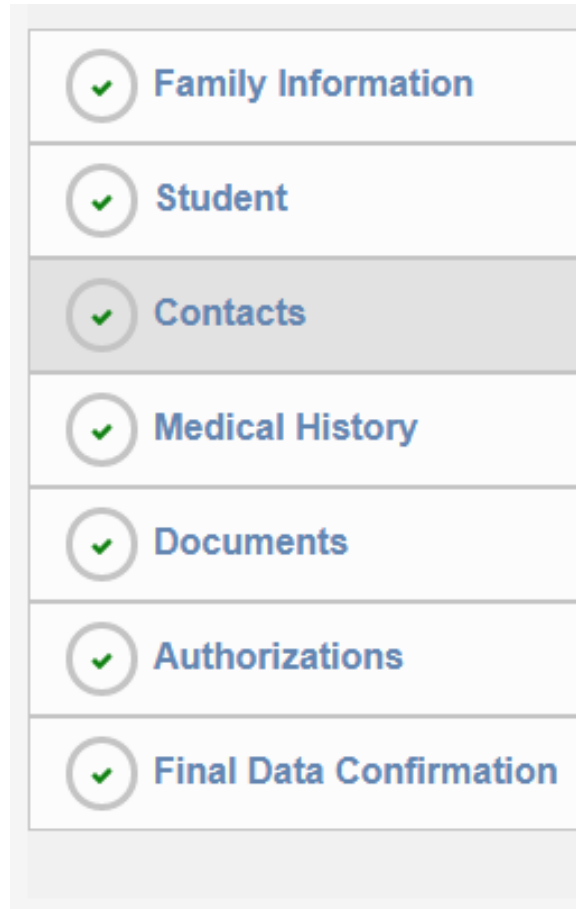
Aeries Parent Portal Contacts – Adding and Updating



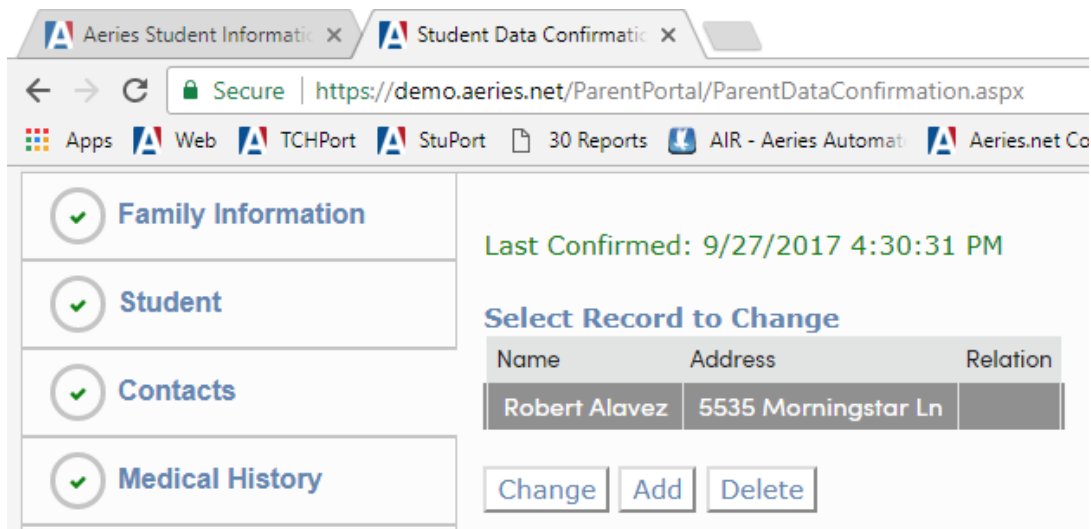
Click on **Student Info**

Click on **Data Confirmation**

Aeries Parent Portal Contacts – Adding and Updating



Click on **Contacts**



To add a New Contact - Click on **Add**

To update/change the contact information of an existing contact, click on the Contact and then click **Change** button

Aeries Parent Portal Contacts – Adding and Updating

Select Record to Change

Name	Address	Relation
Robert Alavez	5535 Morningstar Ln	

Contact Details

Name	Notes
Sally Jones	This field is used to address mailings from the school if applicable.

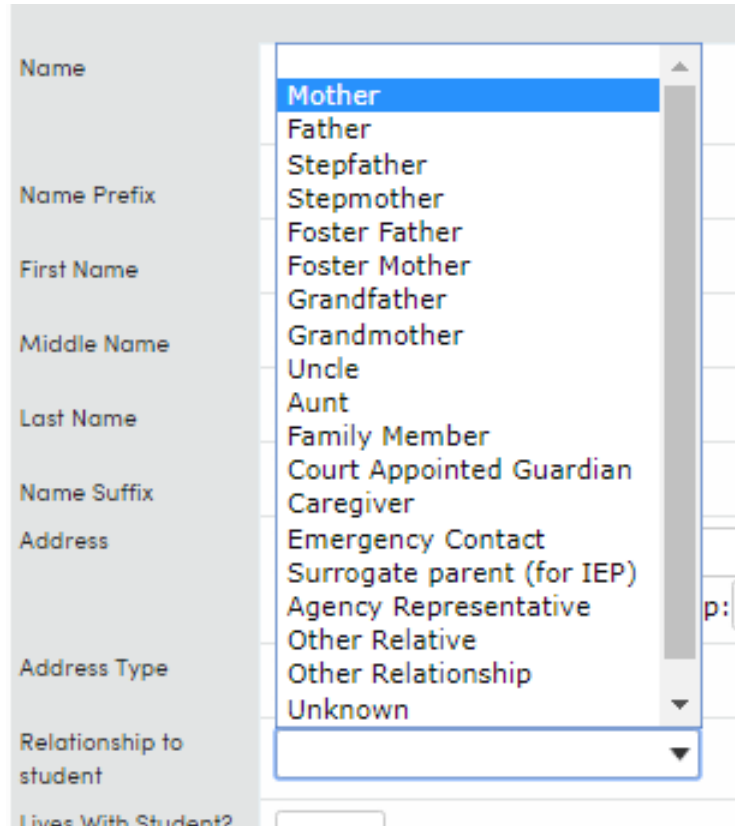
Contact Details

Name Prefix	<input type="checkbox"/>	
First Name	Sally	
Middle Name		
Last Name	Jones	
Name Suffix	<input type="checkbox"/>	
Address	255 S Main Street	
City	Beverly Hills	State: CA Zip: 90212-
Address Type	Home Address	
Relationship to student	Mother	
Lives With Student?	Yes	
Code	Parent	
Mail Tag		Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.
Telephone Number	(310) 551-5555	
Work Phone Number	(310) 859-1234 1235	
Cell phone number	(310) 555-998_	
Pager		
Email Address	mommy@yahoo.com	
Employer Name		
Employer Location		

Input the Contact's Information

Be sure to include a current email address, home telephone number and cell phone number

Aeries Parent Portal Contacts – Adding and Updating



The screenshot shows a form for adding or updating a contact. The form fields on the left are: Name, Name Prefix, First Name, Middle Name, Last Name, Name Suffix, Address, Address Type, Relationship to student, and Lives With Student? (checkbox). A dropdown menu is open, showing a list of relationship options: Mother (highlighted), Father, Stepfather, Stepmother, Foster Father, Foster Mother, Grandfather, Grandmother, Uncle, Aunt, Family Member, Court Appointed Guardian, Caregiver, Emergency Contact, Surrogate parent (for IEP), Agency Representative, Other Relative, Other Relationship, and Unknown. Below the dropdown is a 'Relationship to student' dropdown menu.

Select the **Relationship to the Student**.

Click the **Save** button at the bottom.

Select Record to Change

Name	Address	Relation
Alice Abbott		DO NOT CONTACT
Adam Abbott	5647 Elm St	Father
Sara Abbott		Stepmother
Bonnie Johnson		Emergency Contact
George Abbott		Grandfather
Paul Smith	125 N Oak St	Agency Representative

[Change](#) [Add](#) [Delete](#)

Feel free to add other contacts as you feel necessary.