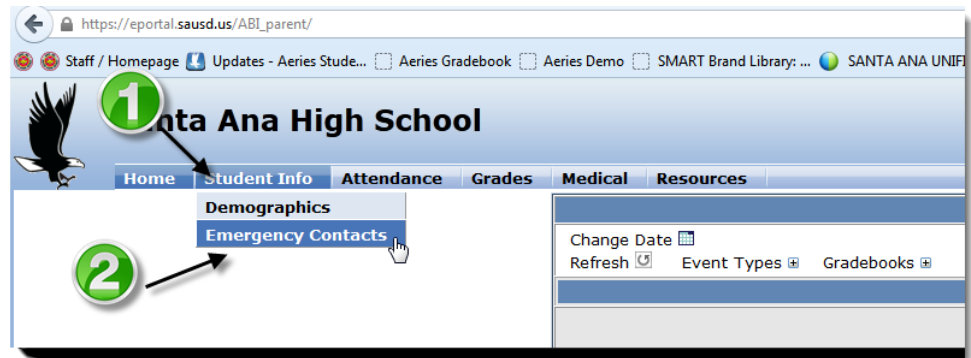




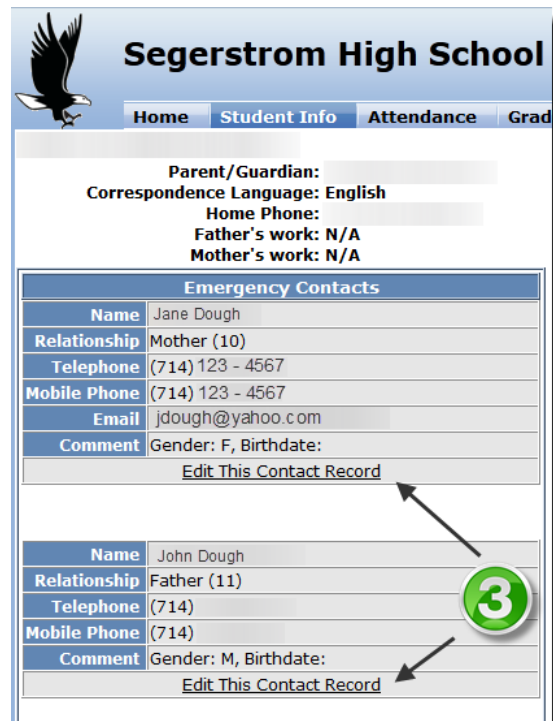
Changing Emergency Contact Information

SAUSD Aeries Parent Portal



To change your contact information, log in to the parent portal and use the following steps:

- 1 Click **Student Info**
- 2 Click **Emergency Contacts**
- 3 Click ***Edit This Contact Record*** for the contact you wish to change
- 4 Enter the Mobile Phone and Email information
- 5 Click ***Apply Changes***



Emergency Contact Record	
Prefix	
Last Name	Dough
First Name	Jane
Middle Name	
Suffix	
Mailing Name	
Address	
City	
State	
Zip	
Relationship	Mother (10)
Code	()
Telephone	(714) 123 - 4567
Work	
Mobile Phone	<input type="text"/>
Pager	
Email	<input type="text"/>
Comment	Gender: F, Birthdate:
Mail Tag	Receives No Mail

* All changes are subject to school review. The change details will be emailed to Amy.Avina@sausd.us for confirmation.
* An information email indicating that a change has been made to this record will also be emailed to every email address associated with the current student. This includes any Emergency Contacts or Parent Email Addresses.