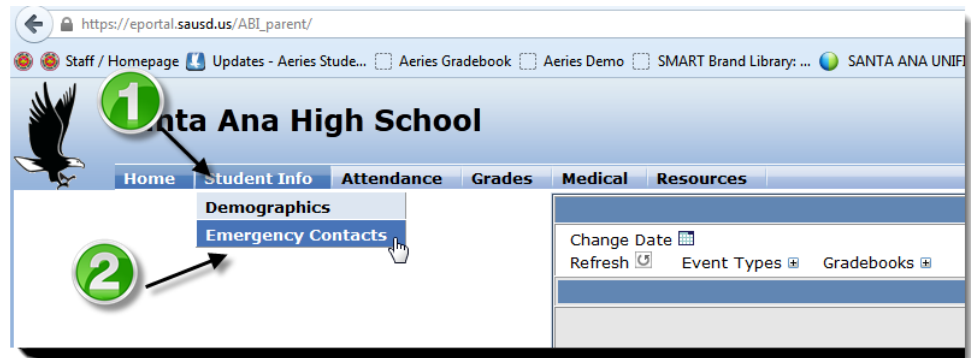




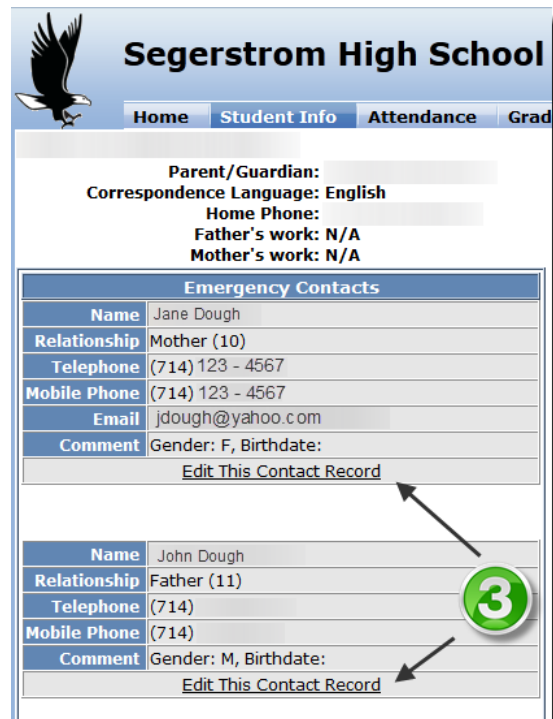
Changing Emergency Contact Information

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		Relationship	Mother (10)
Last Name	Dough	Code	()
First Name	Jane	Telephone	(714) 123 - 4567
Middle Name		Work	
Suffix		Mobile Phone	
Mailing Name		Pager	
Address		Email	
City		Comment	Gender: F, Birthdate:
State		Mail Tag	Receives No Mail
Zip			

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* 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.

