Aeries Communication Notification Preferences and Settings (Parents)

Description:

Navigating your notification preferences for different types of school/district communications. Parents can determine which types of messages they wish to receive via email, text message (sms) or automated phone call. Review/update contact information currently on file in Aeries.

Quick Steps:

Access Communications in the Parent Portal Select Your User Profile Settings Select "Notifications" in the Menu Select/Deselect Notification Methods for Each Type of Communication Method View Contact Information and Settings

Detailed Steps:

Updating Individual Notification Modality Preferences

1. In the Menu Bar, select "Communications" (Note: If your account does not have a communications option, please contact your student's school registrar, attendance office or the district support desk at <u>help@pvpusd.net</u> or 310.750.2015)



NOTE: This menu determines whether this portal account is set to receive any information/communication from sources including classroom, school and district notifications.

Selecting "**Do Not Contact**" here will remove this portal's profile from primary contact methods from the school and will REMOVE your contact information from the emergency and general communication system.

Instead, follow steps 1-4 to customize your notification preferences.

If you do <u>**not**</u> see the Aeries Communications Notification Preference menu as shown here, contact <u>help@pvpusd.net</u> or your school office.

The first time you access Communications, an introduction video appears



Communication Notification Preferences Palos Verdes Peninsula Unified School District Page 1 of 3 October 1, 2019 2. Select your profile icon in the upper left hand corner (appears as your initials)

SJ	Announcement Feed	@ ¹⁶ ?
Show All	Good afternoon, Smith!	
sснооц Palos Verdes High Sch		
Valmonte Early Learnin		

- 3. A menu will appear below profile icon. Select "Notifications" from the menu
- 4. Adjust the notification modality preference for each type of communication

P	Notifications							
Pers nal Info Feed Manager	REMOTE NOTIFICATIONS Fully customize how you wish to be notified		Call	sms	Email 🕥			
Notifications Sign Out	Direct Message Received	NOTE: School and						
	General District Announcements	District messages are sent generally only by						
	General School Announcements	email. You may opt to						
	Class Announcements	ALSO receive SMS or						
Show All	Group Announcements	Calls, but <i>may not</i> always receive						
Palos Verdes Península	Grade Announcements	notifications if the						
SCHOOL	Attendance Announcements	sender <i>does not</i>						
Cornerstone @ Pedreg Dapplegray Elementar	Emergency Announcements (Emergency announcement notifications cannot be disa	message option						

** Notification preferences are unique to each portal account/email address**

Communication Notification Preferences Palos Verdes Peninsula Unified School District Page 2 of 3 October 1, 2019

- 1. In the Menu Bar, select "Student Info" > "Contacts"
- 2. Select "More Info" to view a contact's details

Home	Student Info	Attendance	Grades	Classes	Medical	Test Scores	Change Student	🐺 Titan		
Conto	Profile									NOTE: Some contacts
G	Demographic	5	•					Gene	ral Contact Addt'l Info Program	may be listed for
	Contacts				579671	Grade		ps	Countelor	
	Data Confirma	ation		50	53370512	Age		5	Language Fluency	reference only. These
T	Authorizations		-		Active	Birthdate		9/5/2014	CorrLng / RptgLng	records will appear
	Email List				17751				Interdistrict Status	with a "leal" icon and
Student E	Resources/Ast	sets								with a lock icon and
Cont	Data Confirma	ation Log							O Add	cannot be edited,
	Siblings Sara Smith Stepmother	_								changed, or deleted by
	Code: Do Not Cont	oct (N)							1	a parent. Hover over
								Ola	at Updated: 7/30/2019 2:17 PM	the lock to view the
	ue Student					Mother				reason the record is
	Lives With Cod	se: Parent/Gua	rdian (P)			Monter				locked. Contact the
	a info@pvpusd.ne	đ								office if this people to be
	(310) 555-1212	Work: (310)	555-5555	0 Cell: (310)	555-1234					office if this needs to be
						More Info ~		OLa	st Updated: 8/27/2019 5:31 PM	updated.

3. Click the "Edit" icon to update information as needed (Note: If you wish the contact <u>receives text messages</u>, be sure the <u>cell phone number</u> field is populated with that information. If the contact does not have a primary phone other than a cell phone, leave it blank. Contact the school registrar, attendance office or the district support desk at <u>help@pvpusd.net</u> or 310.750.2015 to <u>update information highlighted</u> below in orange)

Sue Student	Mother	
∉ Lives With Code: Parent/Guardian (P)		
S info@pvpusd.net		
€ (310) 555-1212 Work: (310) 555-5555 □ Cell: (310) 5	55-1234	
General and Emergency Announcements Attendance	Notification: Y	
	Less Info A	OLast Updated: 10/4/20

4. Click the "Save" icon to save changes

Lost Norr				First Name			
Student				Sue			
		# Uves V	Ath?	٩			
		Υ					
Relationship			Code				Contact Order
Mother			Parent/Guar 🔻				0
C Telephone		Work Phone	Extn	© Mobile Phone	Pager		Corring
(310) 555-12	2	(310) 555-5555		(310) 555-1234			
Employ	er Nome			Employer Loc	ation		
			N	Alitary Information			
				Branch			
				•			
			Save	Canal Delete			
	Con P	n <i>municat</i> alos Verdes	ion Notifi Peninsula U Page 3	ication Pre Inified School	<i>ferences</i> District	;	
			October 1	2010			
			OCLOBER 1	, 2019			