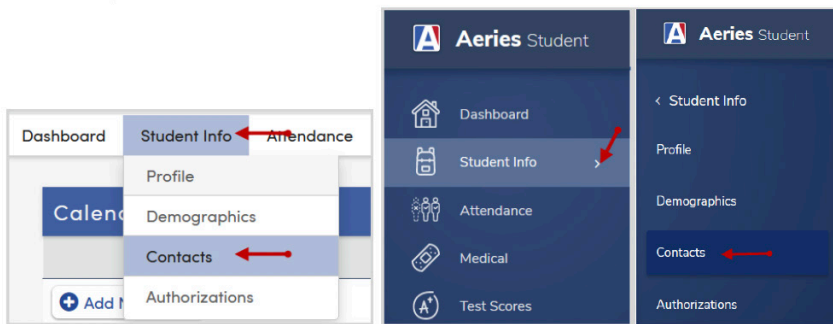


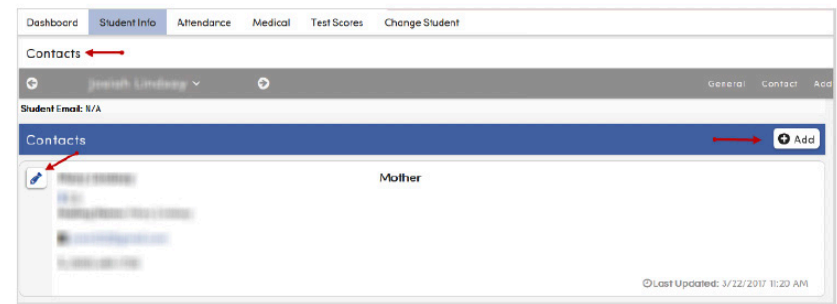
## STEP ONE

From the Home Screen in **Aeries Parent Portal** click on the Student Info button then **Contacts**:



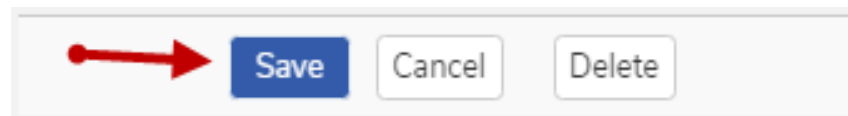
## STEP TWO

Once in Contacts you can click the **Pencil** icon to edit a contact or the **Add** button to add more contacts.



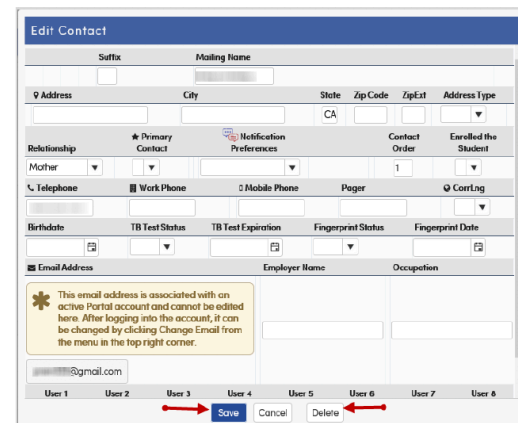
## STEP THREE

After you have updated or added the contact record click **Save**.



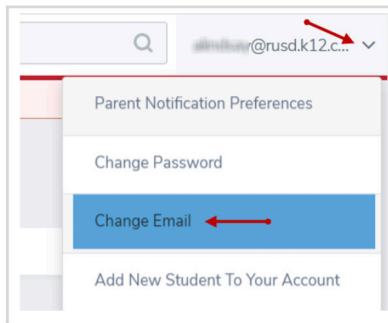
## STEP FOUR

Repeat Step 2 and 3 until you update all contacts.



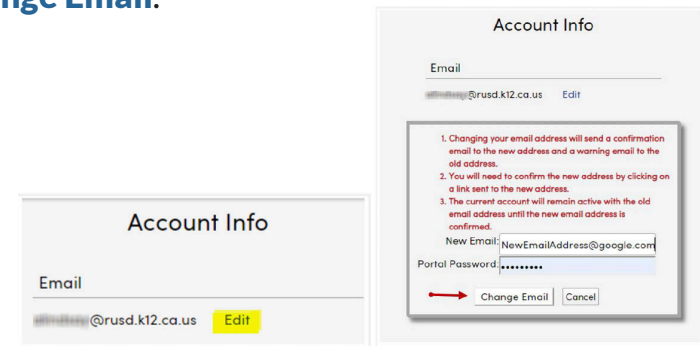
## STEP ONE

From the **Home Screen** in Aeries Parent Portal click on the **down arrow** on the upper right-hand corner of your email address and choose **Change Email**.



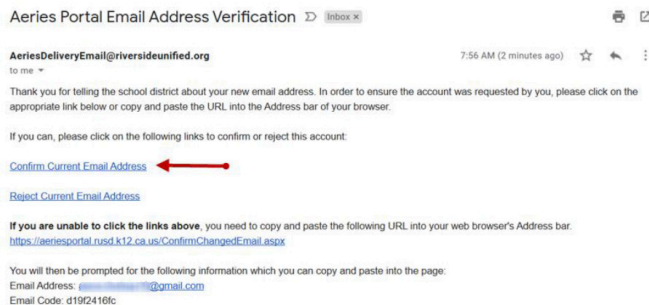
## STEP TWO

Click on the **Edit** link, type in your new email address, then your portal account password and click the **Change Email**.



## STEP THREE

A confirmation email will be sent to your new email address. In the email click on **Confirm Current Email Address**.



## STEP FOUR

After confirming your new email address, you can login to your Parent Portal account with your new email address.

