

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.

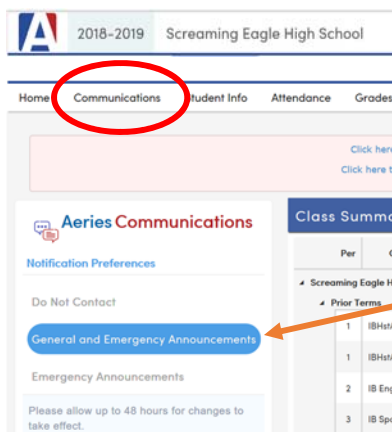
Quick Steps:

- 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 help@pvpusd.net or 310.750.2015)



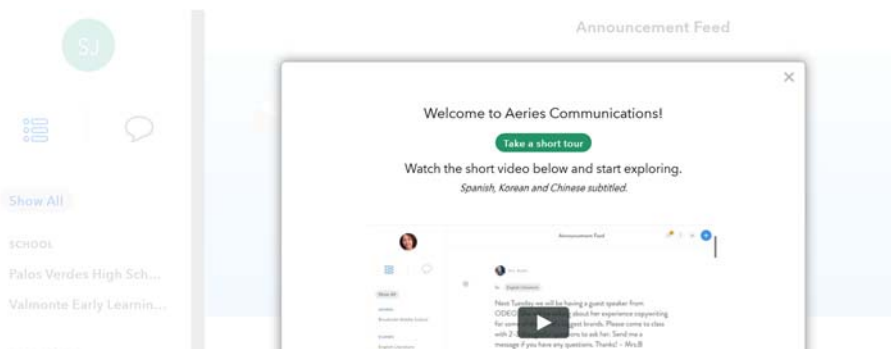
NOTE: This menu determines whether this portal account is set to receive any information/communication from sources including classroom, school and district notifications.

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.

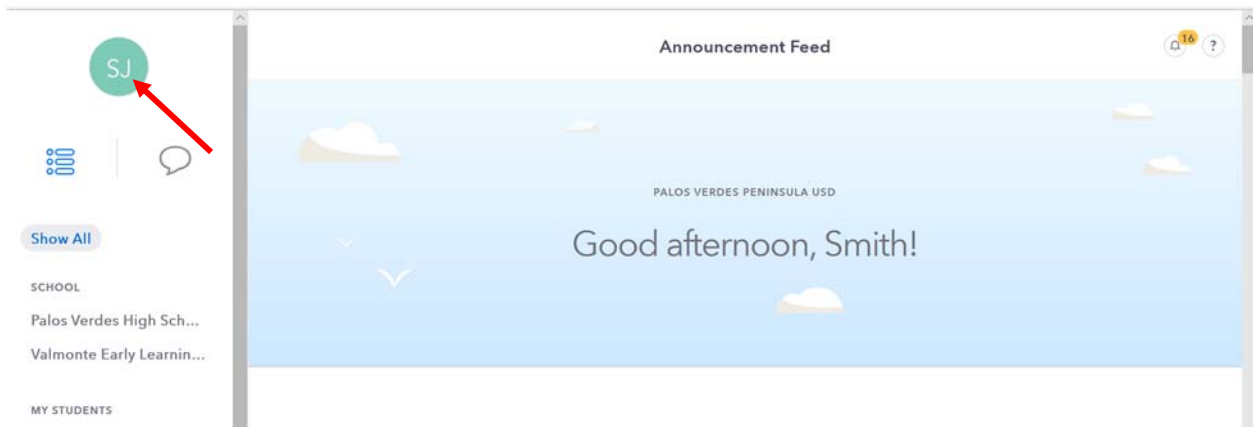
Instead, follow steps 1-4 to customize your notification preferences.

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

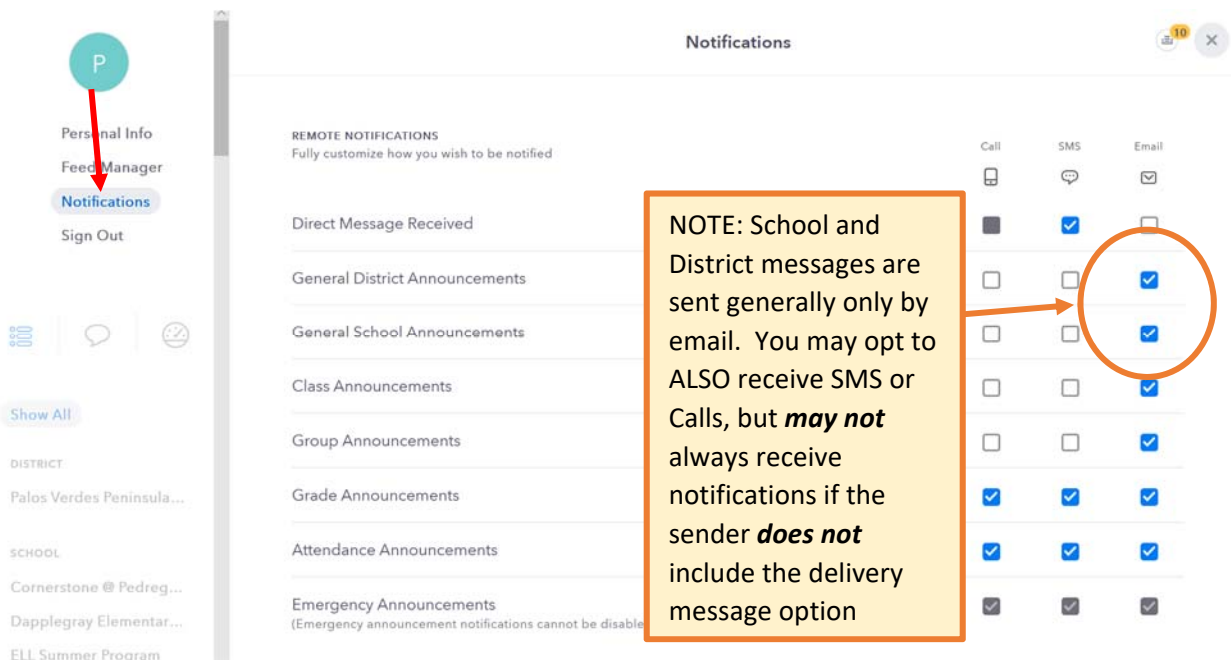
The first time you access Communications, an [introduction video](#) appears



2. Select your **profile icon** in the upper left hand corner (appears as your initials)



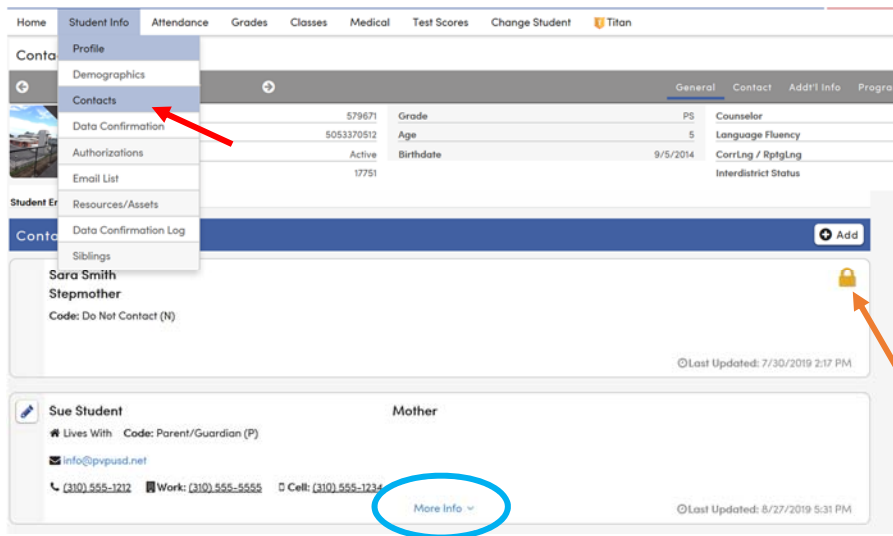
3. A menu will appear below **profile icon**. Select **"Notifications"** from the menu
4. Adjust the notification modality preference for each type of communication



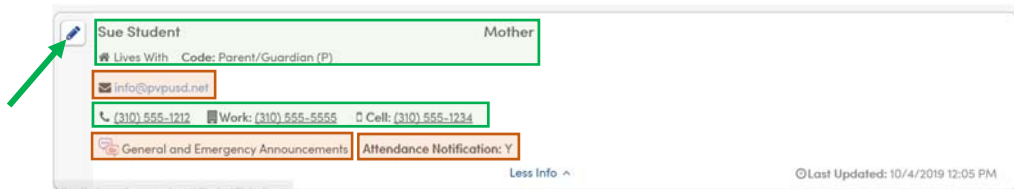
** Notification preferences are unique to each portal account/email address**

Viewing/Updating Contact Information

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



3. Click the **"Edit"** icon to update information as needed (Note: If you wish the contact receives text messages, be sure the cell phone number 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 help@pvpusd.net or 310.750.2015 to **update information highlighted below in orange**)



4. Click the **"Save"** icon to save changes

The 'Edit Contact' form contains fields for Last Name, First Name, Lives With?, Relationship, Code, Contact Order, Telephone, Work Phone, Extn, Mobile Phone, Pager, CorLang, Employer Name, and Employer Location. At the bottom, the 'Save' button is circled in purple.