



Step by Step Instructions

Q Online Registration

Beginning July 31, 2019, log into *Q Parent Connection* using your PIN and password.

<https://sis.pleasantonusd.net/ParentPortal>

- This process needs to be done on a computer and NOT a smartphone or tablet.
- If you need assistance with your PIN or password, please contact qhelp@pleasantonusd.net.

1. Click on the blue “**Online Registration/Emergency Info**” link in the upper right-hand corner of the web page.
2. Click on the Review/Update button for Step 1 - Contact Demographics. This will allow you to update information about yourself. Later, when you electronically sign the online registration (Step 6 in Q; #9 in this document), you’ll need to enter your name exactly as it’s shown.
3. Once the information is correct, click the box in the confirmation statement at the bottom of the page and then click Submit at the top of the page.
4. Click on Review/Update for your first student. You’ll be taken to Step 2 - Student Demographics, which allows you to update your student’s phone numbers. Once the information is correct, click the box in the confirmation statement at the bottom of the page and click Submit at the top of the page. That will take you to Step 2a - Student Address.
5. Step 2a is a display only screen intended to show you the student’s address. If the address in Q isn’t correct you’ll need to go to the school to make the update, so, just click the confirm statement and Submit to move to the next step.
6. Step 3 - Emergency Contacts allows you to enter information about emergency contacts. These are individuals, other than parent/guardians, who you want the school to contact and/or grant permission to pick up your student. Please be sure to indicate in the *Relationship* either Emergency, Release, or the preferred Emergency/Release. Once this information is correct, put a check in the confirmation statement at the bottom of the page and click Submit at the top of the page. That will take you to Step 4 - Health Information.

7. Step 4 allows you to enter information about any medical insurance that covers your student, as well as any medical conditions or medications taken by your student. Once the information is correct click the confirmation statement at the bottom of the page and click Submit at the top of the page. That will take you to Step 5 - Releases & Affirmations.
8. Step 5 allows you to acknowledge that you've read and/or agree to applicable District policies and agreements. Once the information is correct put a check in the confirmation statement at the bottom of the page and click Submit at the top of the page. That will take you to Step 6 - Signature.
9. Step 6 is where you electronically sign the on-line registration process for this student. Type your name in the box exactly as it appears in Q (noted in Step 3). Put a check in the confirmation statement at the bottom of the page and click Submit at the top of the page.

You'll be taken back to the main Online Registration page. If you have completed all of the steps for this student, the status should no longer read "**Re-Enrollment Incomplete**" and you should see the message "**Confirmed**" next to all of the steps.

ParentConnection


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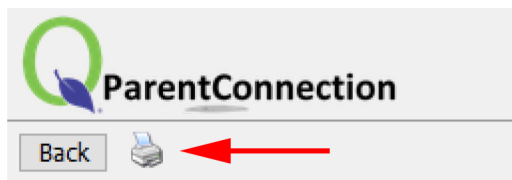
Re-Enrollment Review



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|---|
| <ul style="list-style-type: none"> + Contact: Robert Doe Edit + Step 1 - Contact Demographics Confirmed 5/22/2017 2:47:22 PM by Robert Doe |
| <ul style="list-style-type: none"> + Student: Jane Doe, Grade 09 at Amador Valley High School 2017-2018 Edit + Step 2 - Student Demographics Confirmed 5/22/2017 2:47:33 PM by Robert Doe + Step 3 - Emergency Contacts Confirmed 5/22/2017 3:57:25 PM by Robert Doe + Step 4 - Health Information Confirmed 5/22/2017 3:57:32 PM by Robert Doe + Step 5 - Releases & Affirmations Confirmed 5/22/2017 4:02:18 PM by Robert Doe + Step 6 - Signature Confirmed 5/22/2017 4:06:25 PM by Robert Doe |
| <ul style="list-style-type: none"> + Student: Betty Doe, Grade 06 at Harvest Park Middle School 2017-2018 Re-Enrollment Incomplete Edit + Step 2 - Student Demographics Not Confirmed + Step 3 - Emergency Contacts Not Confirmed + Step 4 - Health Information Not Confirmed + Step 5 - Releases & Affirmations Not Confirmed + Step 6 - Signature Not Confirmed |

Notice the registration process for *Jane Doe* is completed, however, the registration process for *Betty Doe* is still incomplete and must be done before the Walk-Through Registration event at Betty's school. If you see "**Re-Enrollment Incomplete**" on the Review page, you have not completed the process. Q will give you a hint where to look by displaying "**Not Confirmed**" next to the step you missed.

Once all of your students are registered, the final step is to print a copy of this screen to take with you to the Walk-Through Registration event at your student's school.

This is done by clicking the [PLUS]  sign next to your student's name and then clicking the printer icon at the top left corner of the page. The icon looks like this:



If you have more than one student, close the information for the student you just printed by clicking the [MINUS]  sign next to that student's name, then click the [PLUS]  sign located next to the name of the subsequent student. The information which the school will need at Walk-Through Registration is your student's address as it is listed in Q, so be sure that is included on the printout.

For more detailed instructions on completing the Online Registration process, please see our help video: <https://youtu.be/RRKnQOg7ezA>