



Step By Step Instructions

Q Online Registration

Here are step by step instructions to help you successfully complete the process to register you student for the upcoming school year using the Pleasanton USD Online Registration system.

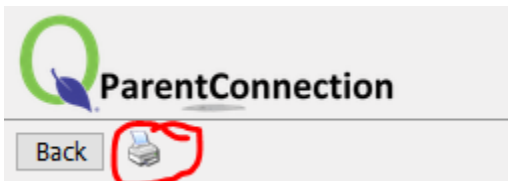
- 1) Starting on August 1, 2018, log onto Q Parent Connection using your usual PIN number and password at <https://sis.pleasantonusd.net/ParentPortal/>
- 2) Once you've logged in successfully click on the blue "Online Registration/Emergency Info" link in the upper right hand corner of the web page. If you need help with your PIN or password email qhelp@pleasantonusd.net
- 3) Start by clicking on the Review/Update button for Step 1. That will allow you to change information about yourself. You should take note of how your name is listed on this screen. You'll need that to electronically sign the online registration.
- 4) Once the information is correct put a check box in the confirmation statement at the bottom of the page and then click Submit. That will save any changes and update Step 1 as complete.
- 5) Click on Review/Update for your first student. You'll be taken to Step 2, which allows you to update your student's phone numbers. 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 2a
- 6) 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 change. Just click the confirm statement and submit to move to the next step.
- 7) Step 3 allows you to enter information about emergency contacts. These are individuals other than parent/guardians who you want the school to contact and/or be able to pick up your student in the event we are unable to reach you in the event of an emergency. Please be sure to indicate in the Relationship table either Emergency, Release, or the preferred Emergency/Release. Once all 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 4.
- 8) 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 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 5.
- 9) Step 5 allows you to acknowledge that you've read and/or agree to different 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.
- 10) 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 as 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 a "confirmed" message next to all of the steps like this.

ParentConnection	
Back	Re-Enrollment Review
• Contact: Robert Doe	Edit
• Step 1 - Contact Demographics	Confirmed 5/22/2017 2:47:22 PM by Robert Doe
• 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
• 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 but 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 and then click the PLUS sign next to the next student. The information the school needs at walk through registration is your student's address as it is listed in Q, so be sure that's on the printout!

For more detailed instructions on completing the On-line Registration process, please see our help video found on the Q Parent Connection landing page.