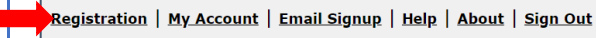# Registration

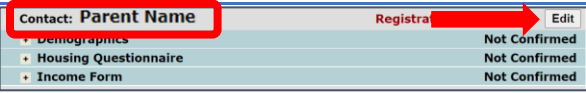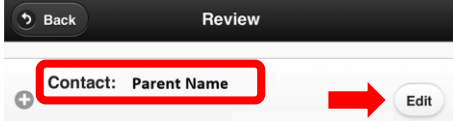**How to register your Downey Unified student:**
- Login using your Q ParentConnection pin and password:
  1. If you do not remember your Q ParentConnection pin and password, you will be able to reset your password by using the "Forgot Your PIN?" or "Forgot Your Password?".
  2. Parents of newly enrolled students that have not yet received the account information, your log-in and temporary password will be sent to you via email from our Student Information System "Q". Please be sure to check your junk or spam folder. If you do not receive an email before the start of the school year, please contact your student's school after August 1st.
- After logging in, click on the Registration link in the upper right-hand side.

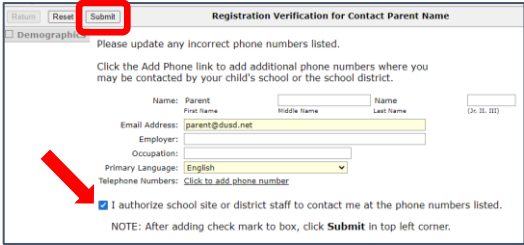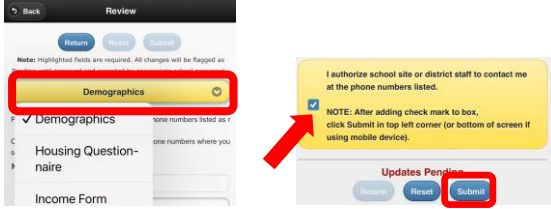| Desktop Computer	Mobile Device
Click on the Registration link in the upper right. Registration | My Account | Email Signup | Help | About | Sign Out	Click on the 3 lines in the upper right, then on Registration.

Contact Steps

There are three steps for Contact, 1) Demographics, 2) Housing Questionnaire and 3) Income Form. Each step will need to be confirmed or authorized to complete the registration.

- Click on the Edit button next to Contact's name to complete the **Contact – Registration Steps.**
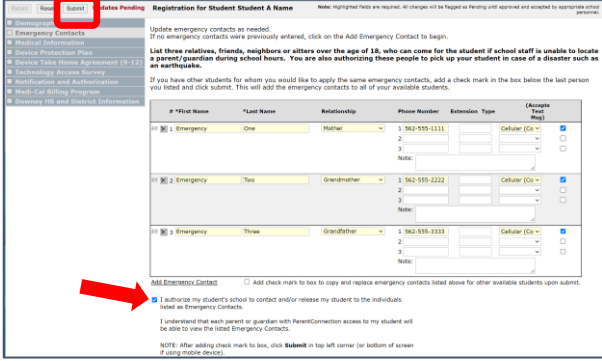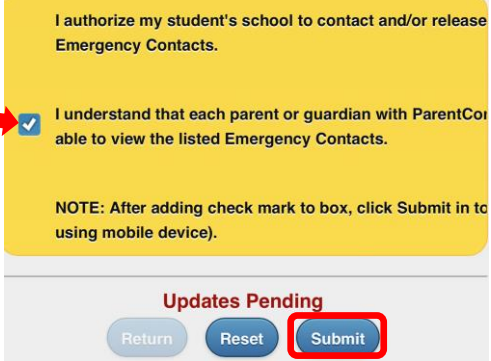

Contact – Registration Steps:
- For <u>each step</u>, you will review the information, complete details, make any necessary changes, add a check mark to the confirmation box and submit.

Add check mark and click Submit on top left.	Add check mark at bottom and click submit.

➢ All **Contact – Registration Steps** should show as "Confirmed" with the "Registration Complete" message showing in green at the top as confirmation that all steps are done.

Student Steps

There are multiple steps under each student's name. Each step will need to be confirmed or authorized to complete the registration.

➢ Click on the Edit button next to student's name to complete the **Student – Regisration Steps**.
NOTE: If you have multiple students, all of the steps for each student will need to be completed.

Desktop Computer	Mobile Device

Student – Registration Steps:
➢ In each step, you will review the information, complete details, make any necessary changes, add a check mark to the confirmation box and submit. (Top left or bottom on mobile device).
➢ Begin with Demographics, then move through completing each step.

Emergency Contacts:
➢ If emergency contacts were previously added, they will display, update as needed. Otherwise, click the Add Emergency Contact link to add emergency contact names and phone numbers.

➢ Click on Add Emergency Contact for each additional emergency contacts being added. Please add three or more contacts.

➢ Review the information, make any necessary changes, add a check mark to the authorize box and click submit in top left corner to save.

Desktop Computer	Mobile Device

NOTE: If you have multiple students, you may add the Emergency Contacts to the first student and select to copy them to your other students. A check box will appear after the last Emergency Contact, add a check mark to the box and click submit.

☑ Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.	☑ Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.

Remaining steps of Student Registration

Medical Information
Device Protection Plan
Device Take Home Agreement (Grade 9 only)
Technology Access Survey
Notification and Authorization
Medi-Cal Billing Program
Student Directory Information (Grades 11-12 only)
Transportation (Elementary only)
School and District Information

➢ For each step, read and respond to all listed items. Previously entered responses will appear, review those responses, update as needed, confirm and submit.

➢ Some steps will include links to enter information or review school or district notices. Use those links to complete the step.

➢ Scroll through to the bottom to review each step, add a check mark to the confirmation box and click submit to save.

➢ If you have more than one student, repeat the these steps for each of your students.

Registration Complete

➢ Once each step of Registration has been reviewed and completed it will show as **Confirmed**.
➢ **Registration Complete** will show in green for the Contact and Student(s).
➢ If Registration Incomplete or a step does not show as Confirmed, edit that step to complete.
➢ You may print the registration, to do so click on the Printer icon to review and/or print the Registration Review Report.

Desktop Computer	Mobile Device