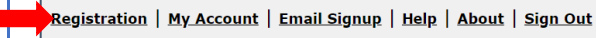



Registration

How to register your Downey Unified student:

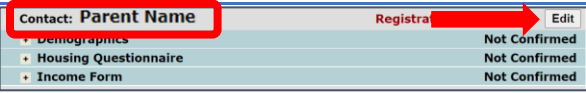
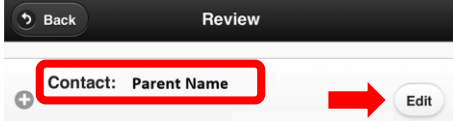
- Login using your Q ParentConnection pin and password:
 1. If you do not remember your Q ParentConnection pin and password, you will be able to reset your password by using the “Forgot Your PIN?” or “Forgot Your Password?”.
 2. Parents of newly enrolled students that have not yet received the account 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. 	Click on the 3 lines in the upper right, then on Registration. 

Contact Steps

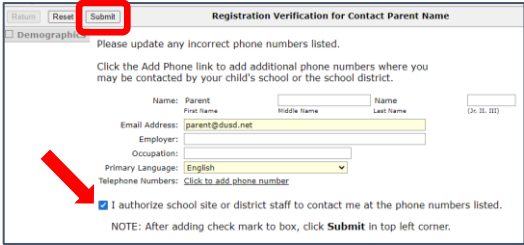
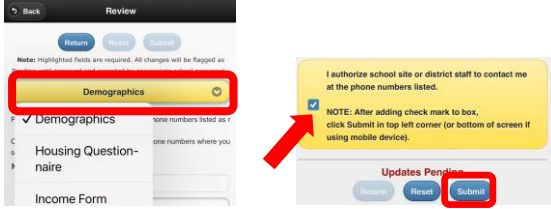
There are three steps for Contact, 1) Demographics, 2) Housing Questionnaire and 3) Income Form. Each step will need to be confirmed or authorized to complete the registration.

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

	
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Contact – Registration Steps:

- For each step, 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. 
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- 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 – Registration Steps**.
NOTE: If you have multiple students, all of the steps for each student will need to be completed.

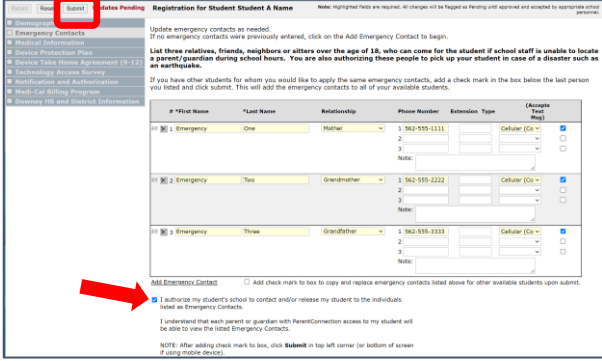
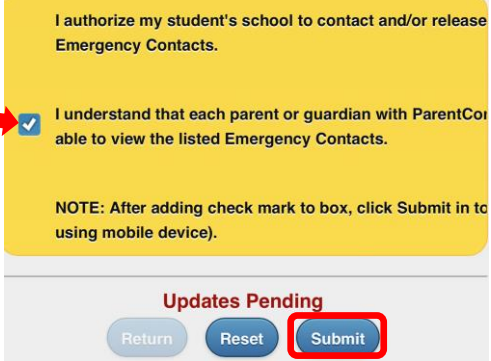
Student – Registration Steps:

- 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																																
 <p>Registration for Student Student A Name</p> <p>Update emergency contacts as needed. If no emergency contacts were previously entered, click on the Add Emergency Contact to begin.</p> <p>List three relatives, friends, neighbors or others over the age of 18, who can come for the student if school staff is unable to locate a parent/guardian during school hours. You are also authorizing these people to pick up your student in case of a disaster such as an earthquake.</p> <p>If you have other students for whom you would like to apply the same emergency contacts, add a check mark in the box below the last person you listed and click submit. This will add the emergency contacts to all of your available students.</p> <table border="1"> <thead> <tr> <th>#</th> <th>*First Name</th> <th>*Last Name</th> <th>Relationship</th> <th>Phone Number</th> <th>Extension</th> <th>Type</th> <th>Emergency Contact</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Emergency</td> <td>One</td> <td>Mother</td> <td>1 562-555-1111</td> <td></td> <td>Cellular (CA)</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Emergency</td> <td>Two</td> <td>Grandmother</td> <td>1 562-555-2222</td> <td></td> <td>Cellular (CA)</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Emergency</td> <td>Three</td> <td>Grandfather</td> <td>1 562-555-3333</td> <td></td> <td>Cellular (CA)</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="checkbox"/> Add Emergency Contact: Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.</p> <p><input checked="" type="checkbox"/> I authorize my student's school to contact and/or release my student to the individuals listed as Emergency Contacts.</p> <p>I understand that each parent or guardian with ParentConnection access to my student will be able to view the listed Emergency Contacts.</p> <p>NOTE: After adding check mark to box, click Submit in top left corner (or bottom of screen if using mobile device).</p>	#	*First Name	*Last Name	Relationship	Phone Number	Extension	Type	Emergency Contact	1	Emergency	One	Mother	1 562-555-1111		Cellular (CA)	<input checked="" type="checkbox"/>	2	Emergency	Two	Grandmother	1 562-555-2222		Cellular (CA)	<input checked="" type="checkbox"/>	3	Emergency	Three	Grandfather	1 562-555-3333		Cellular (CA)	<input checked="" type="checkbox"/>	 <p>I authorize my student's school to contact and/or release my student to the individuals listed as Emergency Contacts.</p> <p>I understand that each parent or guardian with ParentConnection access to my student will be able to view the listed Emergency Contacts.</p> <p>NOTE: After adding check mark to box, click Submit in top left corner (or bottom of screen if using mobile device).</p> <p>Updates Pending</p> <p>Return Reset Submit</p>
#	*First Name	*Last Name	Relationship	Phone Number	Extension	Type	Emergency Contact																										
1	Emergency	One	Mother	1 562-555-1111		Cellular (CA)	<input checked="" type="checkbox"/>																										
2	Emergency	Two	Grandmother	1 562-555-2222		Cellular (CA)	<input checked="" type="checkbox"/>																										
3	Emergency	Three	Grandfather	1 562-555-3333		Cellular (CA)	<input checked="" type="checkbox"/>																										

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.

 <p><input checked="" type="checkbox"/> Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.</p>	 <p><input checked="" type="checkbox"/> Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.</p>
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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 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
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Review</p> <p>Back </p> <ul style="list-style-type: none"> • Contact: Parent Name: Registration Complete Edit • Demographics Confirmed 6/29/2022 10:06AM by Parent Name • Housing Questionnaire Confirmed 6/29/2022 10:06AM by Parent Name • Income Form Confirmed 6/29/2022 9:55AM by Parent Name • Student: Student A Name, Grade 09 at Downey High Training 2022-2023: Registration Complete Edit • Demographics Confirmed 6/29/2022 12:37PM by Parent Name • Emergency Contacts Confirmed 6/29/2022 12:37PM by Parent Name • Medical Information Confirmed 6/29/2022 12:37PM by Parent Name • Device Protection Plan Confirmed 6/29/2022 12:38PM by Parent Name • Device Take Home Agreement (9-12) Confirmed 6/29/2022 12:38PM by Parent Name • Technology Access Survey Confirmed 6/29/2022 12:38PM by Parent Name • Notification and Authorization Confirmed 6/29/2022 12:38PM by Parent Name • Medi-Cal Billing Program Confirmed 6/29/2022 12:38PM by Parent Name • Downey HS and District Information Confirmed 6/29/2022 12:38PM by Parent Name </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Contact: Parent Name Edit</p> <p style="text-align: center; color: green;">Registration Complete</p> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Demographics Confirmed 6/29/2022 10:06AM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Housing Questionnaire Confirmed 6/29/2022 10:06AM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Income Form Confirmed 6/29/2022 9:55AM by Parent Name</div> <p>Student: Student A Name 2022-2023 Grade 09 Downey High Training Edit</p> <p style="text-align: center; color: green;">Registration Complete</p> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Demographics Confirmed 6/29/2022 12:37PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Emergency Contacts Confirmed 6/29/2022 12:37PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Medical Information Confirmed 6/29/2022 12:37PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Device Protection Plan Confirmed 6/29/2022 12:38PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Device Take Home Agreement (9-12) Confirmed 6/29/2022 12:38PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Technology Access Survey Confirmed 6/29/2022 12:38PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Notification and Authorization Confirmed 6/29/2022 12:38PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Medi-Cal Billing Program Confirmed 6/29/2022 12:38PM by Parent Name</div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;">+ Downey HS and District Information Confirmed 6/29/2022 12:38PM by Parent Name</div> </div>