

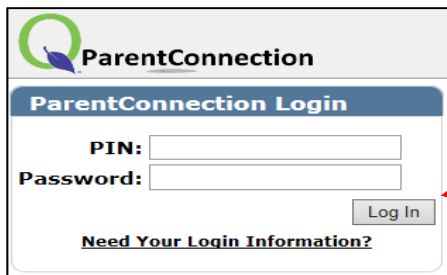


GUSD ONLINE ANNUAL STUDENT INFORMATION UPDATE

Registering your student for the new school year is now an online process that can be completed easily. Please note that this online process is an alternative method to the paper forms sent home. While the online method is recommended, both methods are available for those households not able to take advantage of the online method. This document will give you step-by-step instructions on how to complete the process. For secondary students, this process **MUST** be submitted prior to attending registration, getting schedules or textbook pickup. Please call your school office during regular business hours if you need assistance.

INSTRUCTIONS:

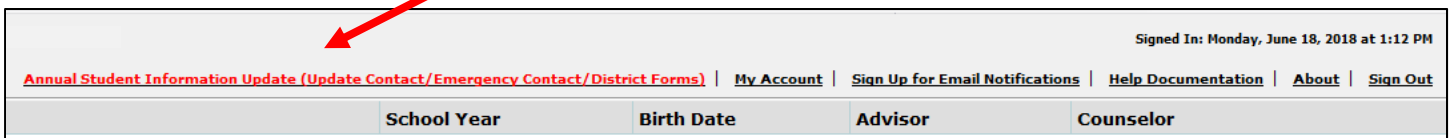
1. **Log in:** with your Parent Connection PIN and Password at: parent.gusd.net



The screenshot shows the ParentConnection login interface. It includes the ParentConnection logo, a title bar 'ParentConnection Login', and two input fields for 'PIN:' and 'Password:'. Below the fields is a 'Log In' button and a link that says 'Need Your Login Information?'.

If you have forgotten your PIN and PASSWORD, click on the "Need Your Login Information?" link:

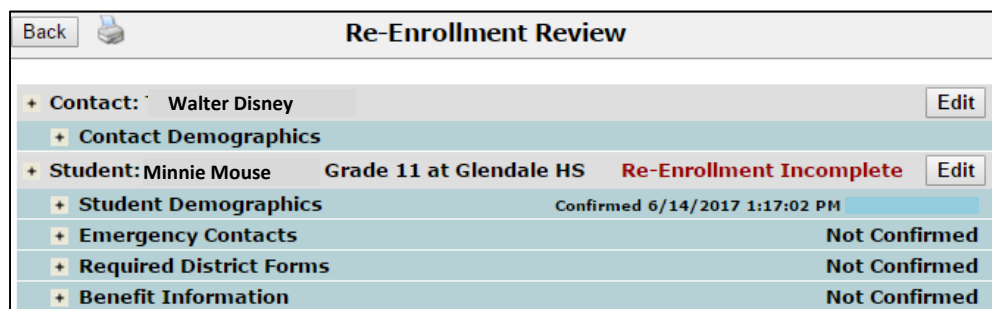
2. After logging in, **click "Annual Student Information Update"** in the top right corner.



The screenshot shows the top navigation bar of the ParentConnection website. It includes a 'Signed In' status on the right and a horizontal menu with several links. A red arrow points to the 'Annual Student Information Update' link.

Signed In: Monday, June 18, 2018 at 1:12 PM								
Annual Student Information Update (Update Contact/Emergency Contact/District Forms) My Account Sign Up for Email Notifications Help Documentation About Sign Out								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">School Year</th> <th style="width: 20%;">Birth Date</th> <th style="width: 20%;">Advisor</th> <th style="width: 30%;">Counselor</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	School Year	Birth Date	Advisor	Counselor				
School Year	Birth Date	Advisor	Counselor					

You arrive at this screen showing your student(s):

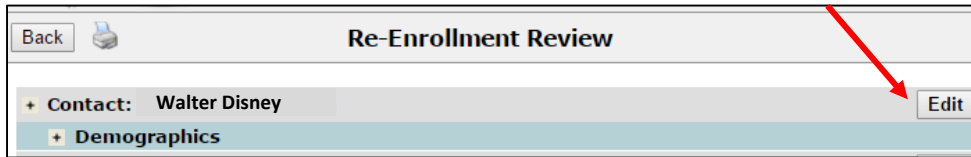


The screenshot shows the 'Re-Enrollment Review' screen. It features a 'Back' button and a list of student information with expandable sections and status indicators.

Re-Enrollment Review	
+ Contact: Walter Disney	Edit
+ Contact Demographics	
+ Student: Minnie Mouse Grade 11 at Glendale HS Re-Enrollment Incomplete	Edit
Confirmed 6/14/2017 1:17:02 PM	
+ Student Demographics	
+ Emergency Contacts	Not Confirmed
+ Required District Forms	Not Confirmed
+ Benefit Information	Not Confirmed

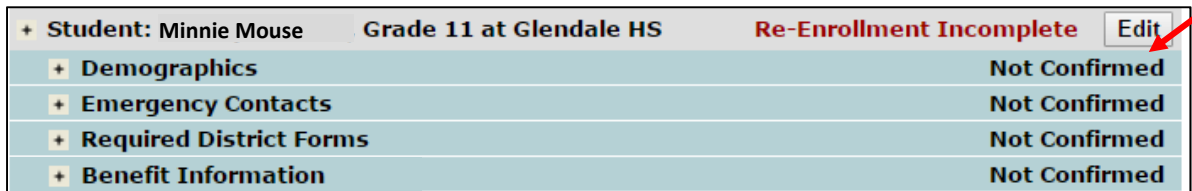
3. Edit and fill in information:

- You can edit your contact information by clicking on the “Edit” button. (Each parent/guardian will need to log in with their individual PIN and Password to update their information).



The screenshot shows a web interface titled "Re-Enrollment Review". At the top left is a "Back" button. Below the title, there is a section for contact information: "+ Contact: Walter Disney" and "+ Demographics". A red arrow points to an "Edit" button located to the right of the contact information.

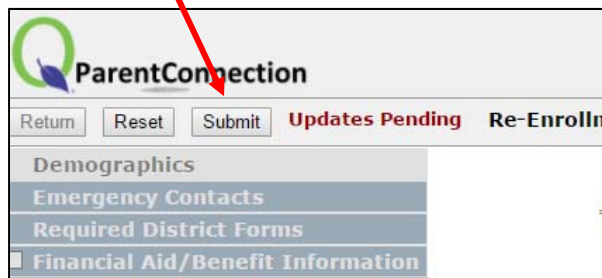
- Next, you will edit your child(ren)’s information by clicking on the “Edit” button for each child.



+ Student: Minnie Mouse	Grade 11 at Glendale HS	Re-Enrollment Incomplete	Edit
+ Demographics		Not Confirmed	
+ Emergency Contacts		Not Confirmed	
+ Required District Forms		Not Confirmed	
+ Benefit Information		Not Confirmed	

- ◆ Update any student demographic information (primary home phone and student email address).
- ◆ Update/change Emergency Contacts for the student. Emergency Contacts are also authorized to pick up the student in an emergency.
- ◆ Electronically sign off on all required annual District Forms.
- ◆ Review and acknowledge Benefit information.

4. Press “Submit” when you have completed all sections.



The screenshot shows the "ParentConnection" interface. At the top left is the logo. Below it are buttons for "Return", "Reset", and "Submit". To the right of the "Submit" button, it says "Updates Pending" and "Re-Enroll". Below these buttons is a list of sections: "Demographics", "Emergency Contacts", "Required District Forms", and "Financial Aid/Benefit Information". A red arrow points to the "Submit" button.

5. You will receive an email indicating changes have been made to your data.

Need additional support?

More helpful tips are available at <http://www.gusd.net/Page/972> (GUSD.net/technology -> Q Parent Connection).

For additional assistance, please call your school office during regular business hours.