

## Uploading Documents using Parent Connection

### 1 - Log into your Parent Connection account;

Parent.gusd.net (no www)

You can get your PIN and PASSWORD by clicking on the "Need Login Information", otherwise contact your child's school site

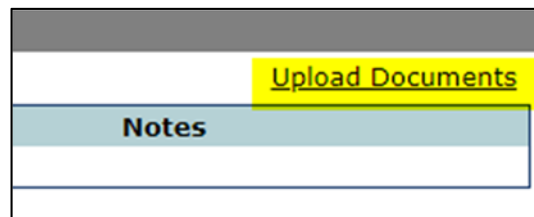


The image shows the ParentConnection login page. At the top left is the ParentConnection logo. Below it is a blue header with the text "ParentConnection Login". There are two input fields: "PIN:" and "Password:". To the right of the password field is a "Log In" button. Below the input fields is a yellow button with the text "Need Your Login Information?".

### 2 - Select the "Documents" tab on the left-hand side:

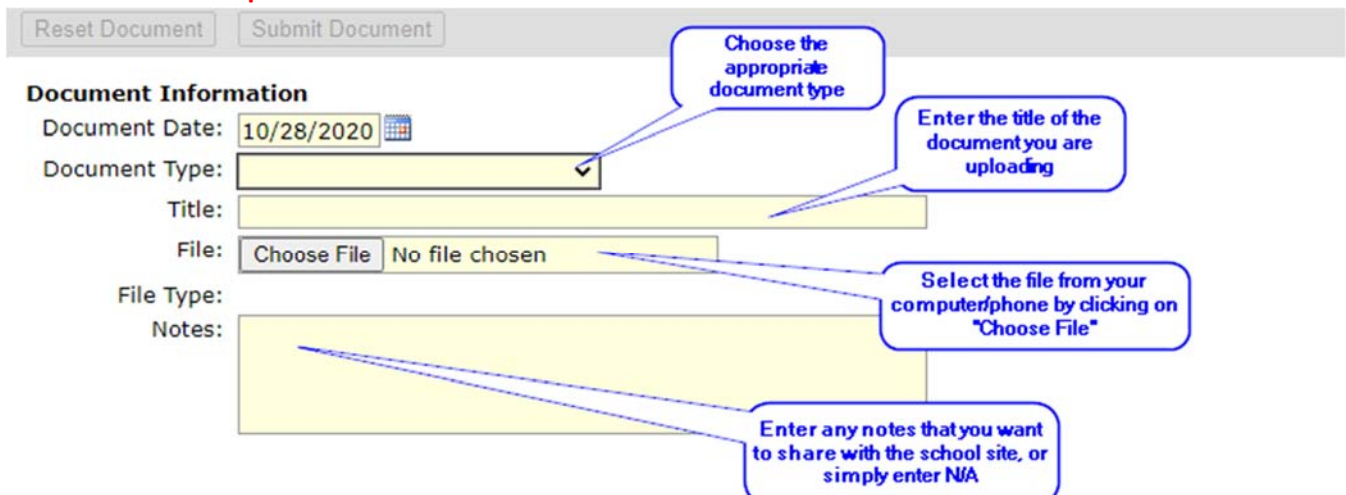
- + Contacts
- + Demographics
- + Attendance
- + Assignments
- + Documents
- + Enrollment
- + GPA
- + Health
- + Marks
- + Schedule
- + News
- + Testing
- + Grad Rqmnts
- + Transcript

### 3 - Click on "Upload Documents" on the far-right hand side of the screen:



The image shows a navigation bar with several tabs. The "Upload Documents" tab is highlighted in yellow. Below it is a "Notes" tab.

### 4 - Follow these steps



The image shows the "Document Information" form with several callouts. At the top are "Reset Document" and "Submit Document" buttons. The form fields are: "Document Date:" with a calendar icon and the date "10/28/2020"; "Document Type:" with a dropdown menu; "Title:" with a text input field; "File:" with a "Choose File" button and the text "No file chosen"; "File Type:" with a dropdown menu; and "Notes:" with a text area. Callouts point to the "Document Type" dropdown, the "Title" field, the "Choose File" button, and the "Notes" text area.

Choose the appropriate document type

Enter the title of the document you are uploading

Select the file from your computer/phone by clicking on "Choose File"

Enter any notes that you want to share with the school site, or simply enter N/A

### 5 - Click on "Submit Document" to electronically send it to your child's school site or the District Office.