



PARENT CONNECT INSTRUCTIONS

Throughout the year, Parent Connect will be a useful communication tool.

You can fill out important forms, update contact information and emergency contacts, find your child's teacher, schedule, attendance and grades, pay for school lunch, and more.

Upon enrollment, all parents and legal guardians with an email address automatically received a personal pin and password for accessing student information on Q Parent Connect. The following are directions for obtaining your pin and password. Please keep this information handy as you will need it throughout the year to fill out mandatory forms and make changes to you or your child's information as necessary.

- **Visit www.pleasantvalleysd.org.** Just below the main photo, you will see the Parent Connect Logo with the words: Q Information Systems. **Click on the Q Information Systems Logo.**
 - **On a mobile device**, select the Menu. You will find Q Information Systems under "Popular Links."
- **Select "Q Parent Connect."**
- You may be asked to **select "Pleasant Valley School District"** from a list of school districts.
- **Enter your Pin and Password** to login.
 - If you do not have your Pin and Password, click the link "Need Your Login Information?" and follow the instructions. Your Pin and Password will be emailed to you.
 - If you did not submit an email address at enrollment or can't remember which one, you will need to go to the school office with identification and speak to the school secretary in person.
- **Select your student to access their individual profile.** Teachers are listed at the top right under "Advisor." On the left, you will find a menu with links to information related to your child.



REQUIRED: MANDATORY FIRST DAY FORMS AND INFORMATION UPDATES DUE BEFORE THE FIRST DAY OF SCHOOL, WEDNESDAY, AUGUST 29, 2018

- From the Parent Connect Home screen, **click on the link at the top: "First Day Forms & Information Updates."** **This cannot be done from a mobile device.** If you do not have access to a desktop or laptop computer, please visit the school office. After September, this link will be "Update Information," and you can access it anytime.
- You will need to **select each and every EDIT button** on the right to update all sections, one for parents and guardians, and one for each enrolled student.
 - At the bottom of each section, **check the little gray box** that says you have reviewed the data and made appropriate changes. Clicking **Submit** at the top will take you to the next section.
 - You will need to walk through three sections for each student: *Demographics*, *Additional Info* (This section includes First Day Forms), and *Emergency Contacts*. **All yellow fields must be updated.**
- Once you have *successfully* completed all of the sections, you will see "**Changes Pending**" next to each EDIT button. **If you see "Information Update Incomplete," please go back into the section** and look for the red boxes that were missed, or the little gray squares at the bottom that need to be checked.
- Your First Day Forms and Information Updates are complete!