

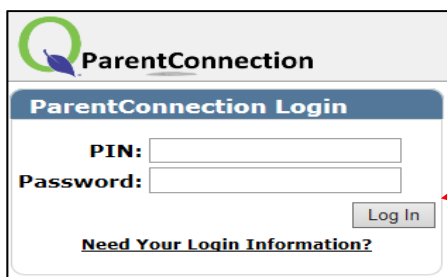


# GUSD ONLINE RETURNING STUDENT REGISTRATION

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 the Online Returning Student Registration helpdesk at (818) 241-3111 x1577 or your school office during regular business hours if you need assistance.

## INSTRUCTIONS:

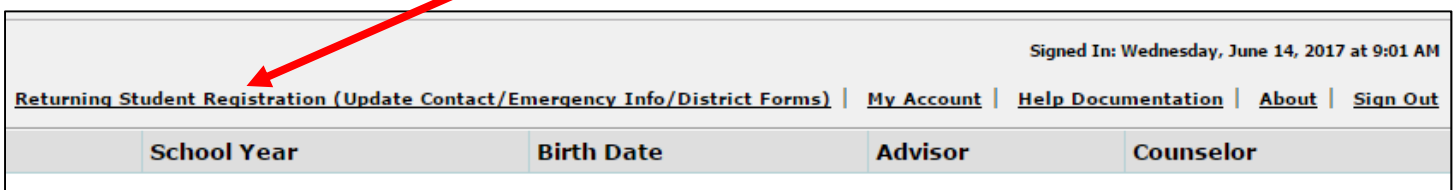
1. **Log in:** with your Parent Connection PIN and Password at: [parent.gusd.net](http://parent.gusd.net)



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:'. A 'Log In' button is positioned to the right of the password field. Below the input fields is a link that reads 'Need Your Login Information?'.

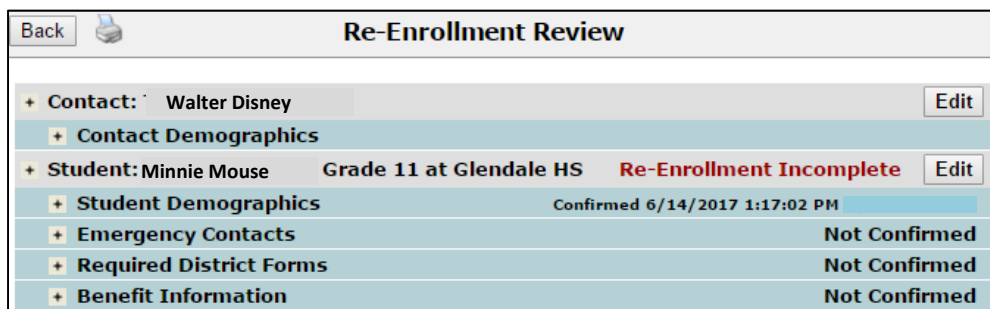
If you have forgotten your PIN and PASSWORD, click on the "Need Your Login Information?" link:

2. After logging in, **click "Returning Student Registration"** in the top right corner.



The screenshot shows the top navigation bar of the website. On the right side, it displays 'Signed In: Wednesday, June 14, 2017 at 9:01 AM'. Below this, there is a horizontal menu with several links: 'Returning Student Registration (Update Contact/Emergency Info/District Forms)', 'My Account', 'Help Documentation', 'About', and 'Sign Out'. A red arrow points from the text in step 2 to the 'Returning Student Registration' link.

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

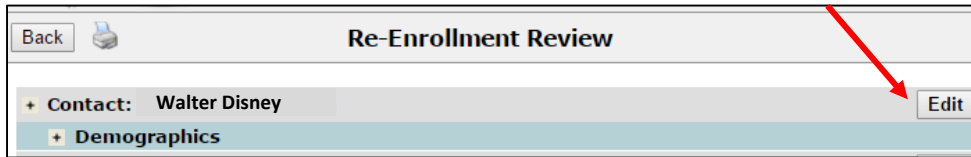


The screenshot shows the 'Re-Enrollment Review' screen. It features a 'Back' button and a list of student information with expandable sections and an 'Edit' button for each row.

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

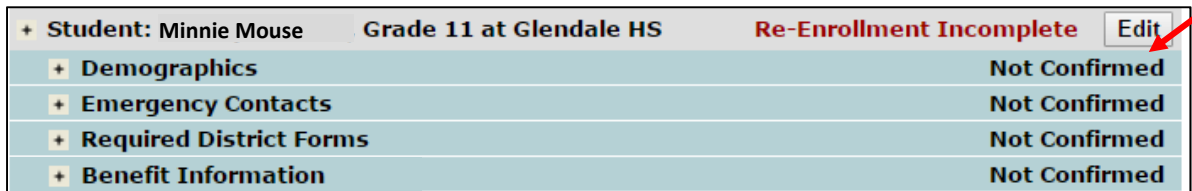
### 3. Edit and fill in information:

- 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 it, the contact information is displayed as "+ Contact: Walter Disney". To the right of this information is an "Edit" button, which is highlighted by a red arrow. Below the contact information is a section for "+ Demographics".

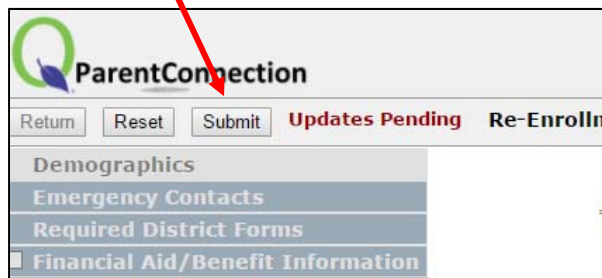
- Next, you will edit your child(ren)’s information by clicking on the “Edit” button for each child.



+ 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, the text "Updates Pending" and "Re-Enroll" is visible. 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).