

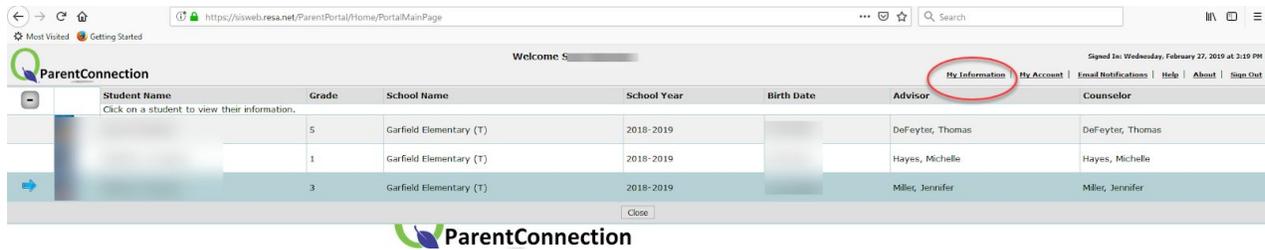
## PARENTCONNECTION CONTACT UPDATE INSTRUCTIONS

You are now able to edit, add or delete phone numbers, email address and emergency contacts on your ParentPortal Account. Please see the steps below to make any changes.

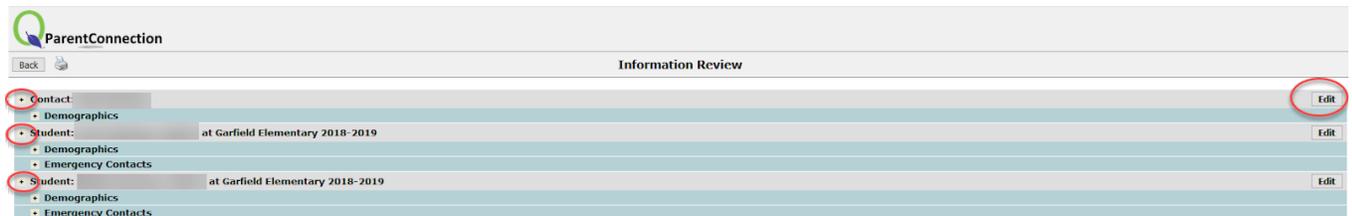
1. Login into your ParentPortal account: <https://sisweb.resa.net/ParentPortal/>

If you need assistance with your login, please call 734-759-5060 or email [kernel@wy.k12.mi.us](mailto:kernel@wy.k12.mi.us)

2. Click “My Information” in the upper right corner



3. To make changes to any field, click the “+” next to either your name or your student’s name and then click “Edit”.



**\*\*NOTE: To receive Snow Day or Emergency notifications, a mobile telephone number must be entered as the primary number and the Type selected as "Cellular"**

ParentConnection  
Return Reset Submit Information Update for Contact /

**Demographics**

Name: [Title] [First Name] [Middle Name] [Last Name] [Suffix]

Email Address: [ ]

Primary Language: English

Seq Number	Extension	Type	Unlisted	Text Msg
X 1	734-	Cellular	<input type="checkbox"/>	<input type="checkbox"/>
X 2	734-	Work	<input type="checkbox"/>	<input type="checkbox"/>

Add Phone

4. To add, delete or edit an Emergency Contact, after clicking "Edit" under the student area, select:
  1. Emergency Contact
  2. Add, delete or edit the Emergency Contact
  3. Click "Copy & replace emergency contacts for other available student upon submit" if you would like your other students emergency contacts to be updated with this same information.

ParentConnection  
Return Reset Submit Information Update for Student

**Demographics**

1. Emergency Contacts 2. Add Emergency Contact

ParentConnection  
Return Reset Submit Updates Pending Information Update for Student Note

**Demographics**  
Emergency Contacts

#	*First Name	*Last Name	Phone Number	Extension	Type	Txt Msg	Relationship
X 1			1			<input type="checkbox"/>	
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	

Note: [ ]

Add Emergency Contact  Copy and replace emergency contacts for other available students upon submit

5. Click "Submit" when finished. Changes are not immediate. We are notified of all changes which will then be verified before they are accepted.

**Using a Mobile Device??**

We now offer a free mobile application for your smart phone or tablet. It is quick and easy to get started!

1. On your device, connect to the Android Play store or the iOS App Store.  
Look for the Q Parent Connection app, like the icon below:



**Q ParentConnection**  
Aequitas Solutions, Inc.  
Free



**Q StudentConnection**  
Aequitas Solutions, Inc. Education  
Everyone

Links:

[Android Q ParentConnection](#) [Apple Q Parent Connection](#)

[Android Q StudentConnection](#) [Apple Q Student Connection](#)

2. Install / Open the app.
3. Select the “Connect to school district” option. Use the filter to select the state, county and school district.
4. Click the “Enter Parent Connection” button.
5. On the top right corner of the app, click the “Log in” button.
6. Enter your Parent Portal PIN and password. These are the same PIN and passwords you may have used on a desktop computer.

Having trouble? Contact us at [kernel@wy.k12.mi.us](mailto:kernel@wy.k12.mi.us) or call 734-759-5060