Q Parent Portal Annual Information Update Instructions for Parents

Parents can update their contact and student information for the current school year using Parent Portal.

Log into Q Parent Portal (https://sis.sanjuan.edu/parentportal) using your PIN and Password. Your PIN and password can be sent to your email on file in Q by using these links.

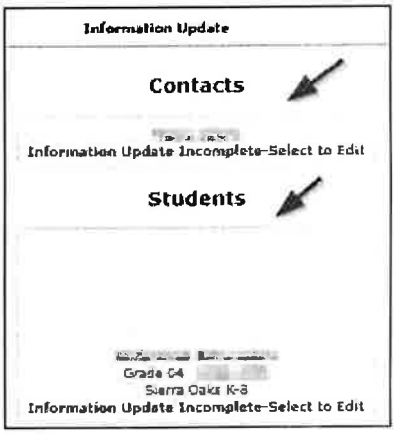


1. Select the "Information Update" tab to update emergency card information for all students.



2. Select "Edit" to update your contact information if there are changes.

3. Select "Edit" for each student to review and update their demographic, emergency contact, and health information. Additional steps may be presented based on your student's school.



4. Review the Acknowledgements area, check the confirmation checkbox, and click on the Submit button to complete the process.

Sample Confirmation Checkbox

☐ **Clicking the checkbox completes your annual information update process.**



5. Review for completeness.



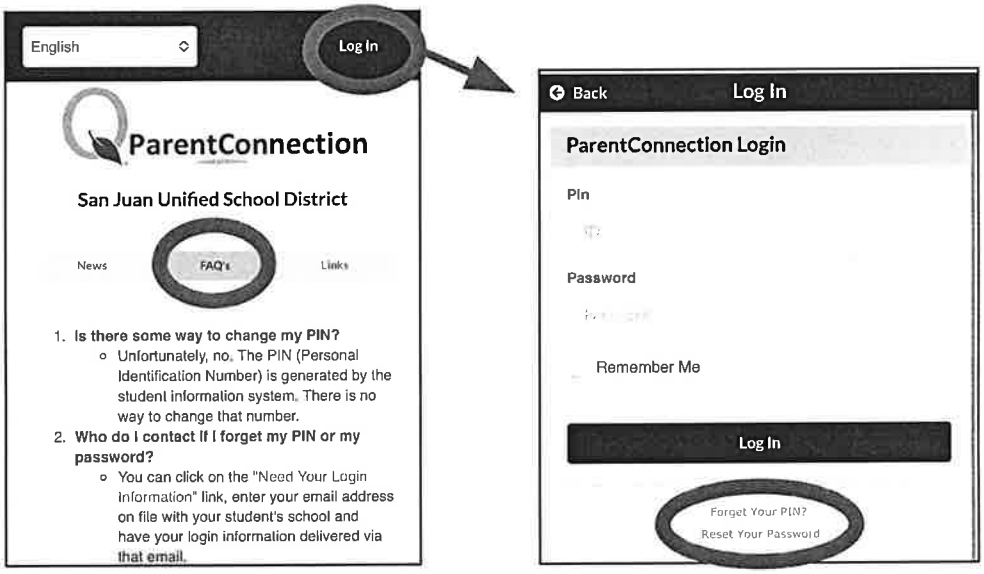
Questions? Contact your school office or the Student Information Team at 916-971-7195, Option 1 or helpdesksis@sanjuan.edu



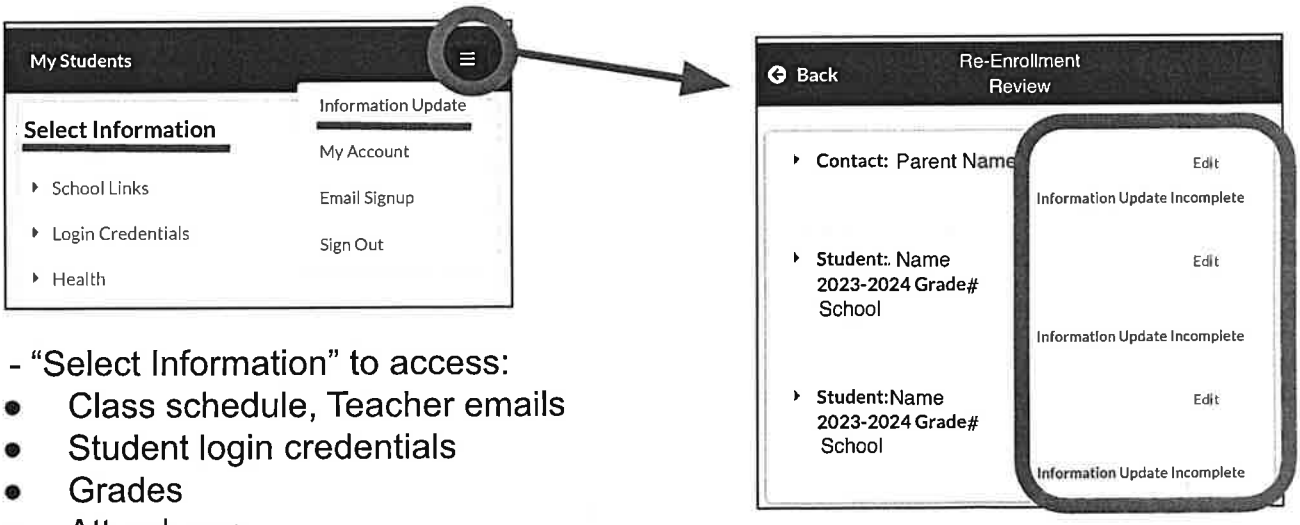
Parent Portal

1 - www.sanjuan.edu/parentportal

2 - Log in. If you do not have your pin and password click the "FAQ's" tab then "Need your login information?" Or at login select "forget your PIN? and reset your password. Use the email you provided for enrollment.



3 - Complete "Information Update" for each individual listed every August.



4 - "Select Information" to access:

- Class schedule, Teacher emails
- Student login credentials
- Grades
- Attendance
- State testing results
- Transcripts
- And more!

Need help? Contact: Technology Services
helpdesksis@sanjuan.edu
(916) 971-7195 Option 1