

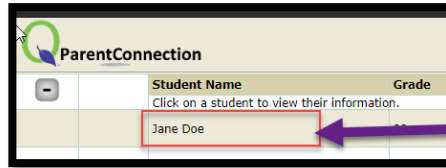
HOW TO: Upload Documents on Parent Connect

FROM A COMPUTER

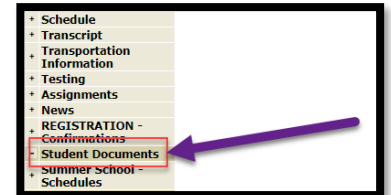
1) Log into Q Parent Connection
(<https://parentconnect.cnusd.k12.ca.us/>)



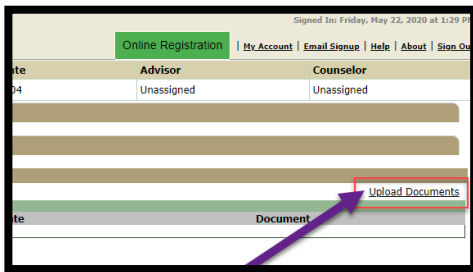
2) Select the desired **student name** from the student list



3) Go to the [Student Documents] section

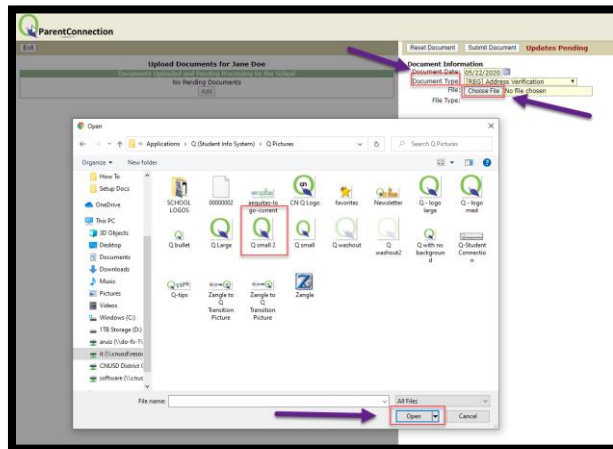


4) Select the [Upload Documents] link

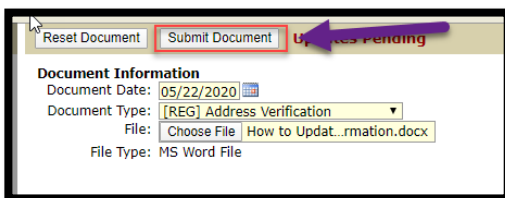


5) To upload a document:

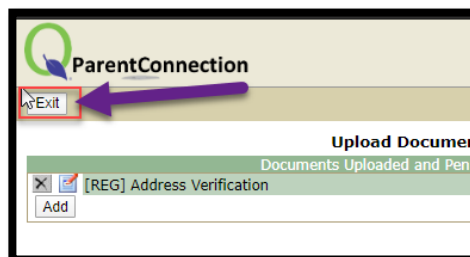
- Select the **Document Type**
- Select [**Choose File**]
- Locate the appropriate document/picture on your computer
- Click the document/picture
- Select [**Open**]



6) Select the [Submit Document] button



8) Select [Exit] when completed



9) Contact your students the school site to notify them that the document has been submitted

7) To add additional documents, select [Add] and then repeat steps 5 & 6 for each additional document type

FROM A MOBILE DEVICE

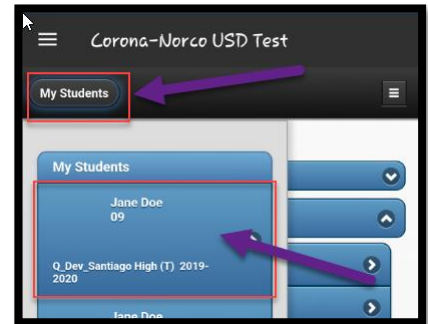
1) Open up Q Parent Connection app from your phone



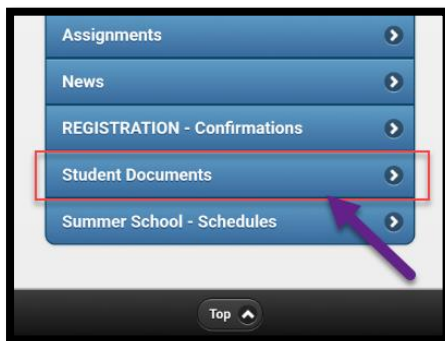
2) Log into Q Parent Connection (<https://parentconnect.cnusd.k12.ca.us/>)



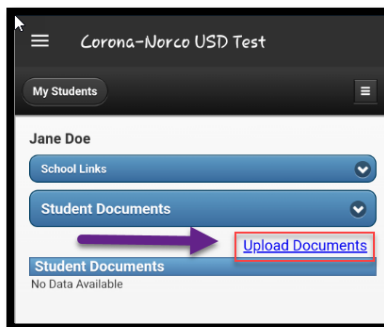
3) Under [My Students], select the desired **student name** from the student list



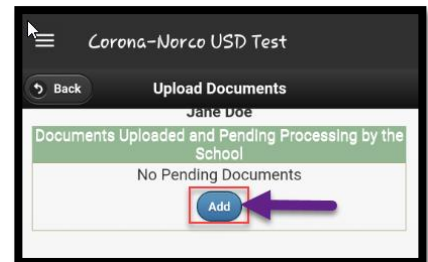
4) Go to the [Student Documents] section



5) Select the [Upload Documents] link

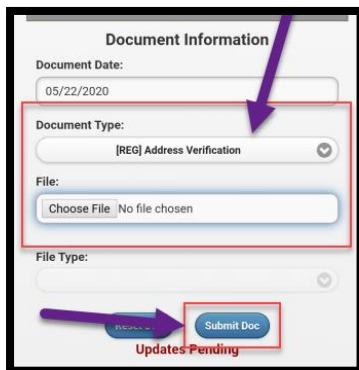


6) To upload a document, select [Add]

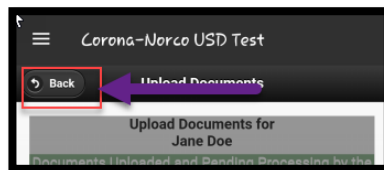


7) To upload a document:

- Select the **Document Type**
- Select [Choose File]
- Locate/select the appropriate file on your phone
- Select [Submit Doc]



9) Select [Back] when completed



10) Contact your students the school site to notify them that the document has been submitted

8) Repeat steps 6 & 7 for each additional document type for your student