

# Online Emergency Card Information Update Instructions for Parents

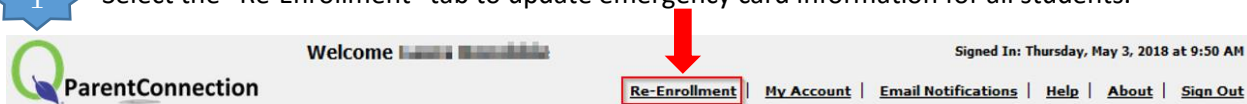
Parents of students that are enrolled in the 2018/2019 school year can update Emergency Card information using Parent Portal.

Log into Q Parent Portal (<https://sis.sanjuan.edu/parentportal>) using your Pin and Password.

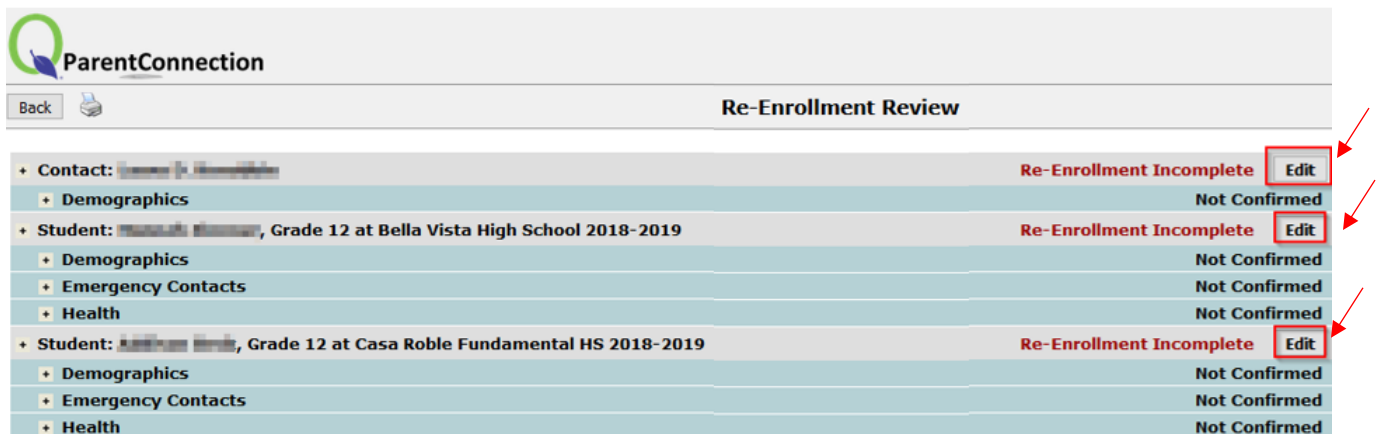
Your pin and password can be sent to your email on file in Q by using the "Need your login information?" link



- 1 Select the "Re-Enrollment" tab to update emergency card information for all students.



- 2 Select "Edit" to update your contact information and your student's demographic, emergency contact and health information. Make sure to update this information for all students.



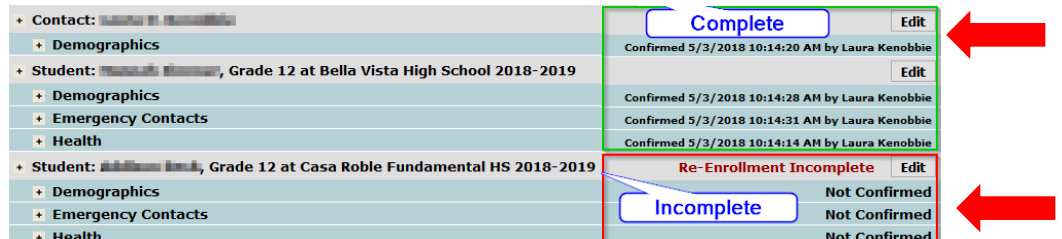
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  1. Update Contact Information and check the confirmation checkbox
  2. Update Student Demographics and check the confirmation checkbox
  3. Update Student Emergency Contacts and check the confirmation checkbox
  4. Update Health and check the confirmation checkbox

Sample Confirmation Checkbox

I have reviewed and updated my contact information as necessary.



- 4 Review for completeness. All sections should be marked "Confirmed"



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