

Cajon Valley Parent Portal Registration Guide

NOTE: There is an online video available to assist you through our district website www.cajonvalley.net under “Parents” and “Paperless Re-enrollment”.

Step 1: Go to parentportal@cajonvalley.net



Step 2: Enter your: _____ from the letter you received.



Step 3: Click _____ at the top right.

NOTE: DO NOT CLICK

Final Step. I confirm that the information provided is true and accurate to the best of my knowledge.

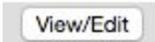
Confirm and Return

Until you have completed all updates and registration information.

Step 4: CONTACT INFORMATION click . Make any necessary changes to the information.

Step 5: FOR EACH STUDENT YOU HAVE:

1. Click



Name:

Nickname:

Student Hispanic or Latino?:

Race:

Additional Race :

Home Language:

Student Phone Number:

2. Update the following information:

Emergency Contacts:

Emergency Contacts: IMPORTANT: If you do not see You will need to stop in to the school office to see the attendance clerk to add this information.

3. Scroll down and complete each section of the annual registration.

Example:

Technology Program

1:1 Digital Learning Program Agreement

CVUSD Students will participate in the one-to-one program with a district provided mobile device (Chromebook), following statements.

[1 to 1 Digital Learning Program Guidelines](#)

I agree to the terms of the 1:1 Digital Learning Program Guidelines.

NOTES:

- For our **Digital Learning Program**: The system automatically defaults to each permission being checked for you. If you do not agree with the statements, you must uncheck the boxes.
- **Chromebook Protection Plan:**
 - Instructions for making your payment online will be at the end of this document.

Select one option:

We would like to participate in the CVUSD Protection Plan for the Chromebook.

We would like to opt out of the CVUSD Protection Plan for Chromebook. By doing so, we accept full financial responsibility for the Chromebook should it be lost, stolen or damaged. **By selecting this option, charges for the Chromebook Protection Plan will be removed from your student's online account.**

Program Payments

Chromebook protection plan fees can now be paid online via the Q Parent Portal with Visa, Mastercard or debit card. Payments may also be made in the school office by cash, check or money order. For instructions on using the system, please visit the main section of the parent portal.

- Be sure to initial in the box at the end of the **MEDICATIONS** section

Parent Initials:

Annual Parent Notification

Please review the Annual Notification

- You must check the box in By checking this box, I her child.
- Complete your electronic signature:

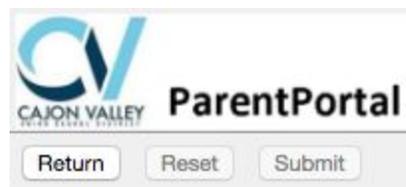
Electronic Signature

Type your first and last name as it appears in ParentPortal in the Electronic Signature field below to complete the c school site may ask you to complete additional forms as necessary. By providing your legal electronic signature you true and correct.

By signing below, I certify that I am 18 years of age or older.

:

Please type your name in the box above.



Step 6: Scroll back to the top of the form and **click Submit.**

Step 7: Now, check the box and click “Confirm and Return”.

Final Step. I confirm that the information provided is true and accurate to the best of my knowledge.

Online Payment Information

Step 1: Return to the Parent Portal (If you just hit confirm and return, the system will take you there.)

You should see your student's name picture etc.

- + Contacts
- + Schedule
- + Attendance
- + Assignments
- + Marks
- + Transcript
- + GPA
- Accounts
- Print Info

School Links

- [LCC Welcome Back Letter](#)
- [8th Grade Promotion Informat](#)
- [Music Program Information](#)
- [Yearbook Information](#)
- [LCC PTA Membership](#)
- [Extended Day Program](#)
- [Understanding Harrassment](#)

Click on your student's picture. You will get a screen with

1. Click on **+ Accounts**.
2. The following box will appear, with the amount necessary for the protection plan. (The amount varies by number of students etc.)

Accounts

[Click here to make an online payment!](#)

Student Account Balance
Balance
-\$20.00

Transaction Detail					
Date	Receipt #	Item(s)	Charge	Payment	Balance Due
08/18/2016	5672	Optional: CB Protection Plan RD	\$20.00	\$0.00	\$20.00

3. Click [Click here to make an online payment!](#)
4. Choose your student in the drop down menu:

Student:
Item:
Quantity:
Item Total Amount: \$

5. Select the item:

Item ✓

Quantity Optional: CB Protection Plan RD (Fees Owed: \$20.00)

6. Add to cart:

7. Proceed to Checkout: [Proceed to Checkout](#)

8. Complete the necessary information.