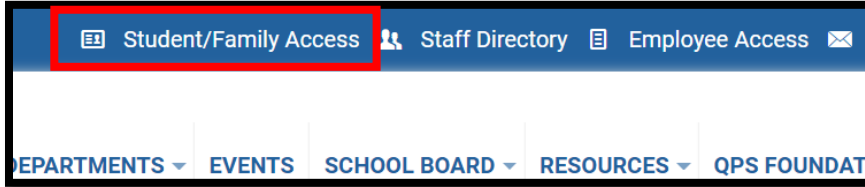




Quincy School District #172

Updating or Editing Student Registration Information

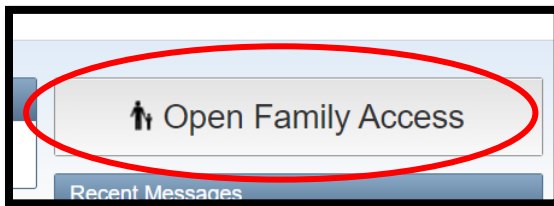
1. From the Quincy Public Schools' homepage at www.qps.org click "Student/Family Access."



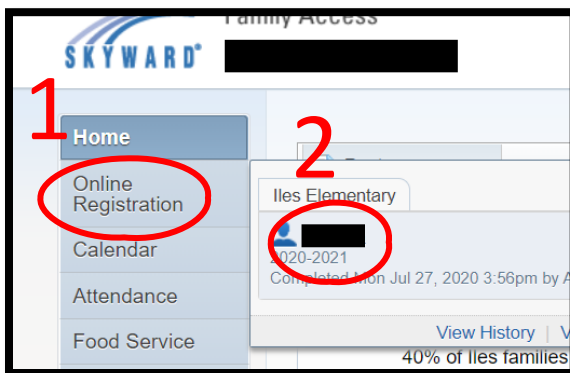
2. Enter your login ID and Password
 - a. If you don't know what this is, please call your school's main office and they can help you access this information.



3. Click "Open Family Access"



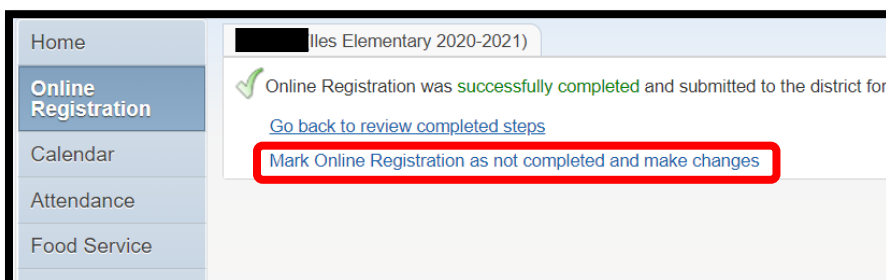
4. Click "Online Registration" and then select your student's name on the window that appears. If you don't see Online Registration, you may have to click the "+" sign first.



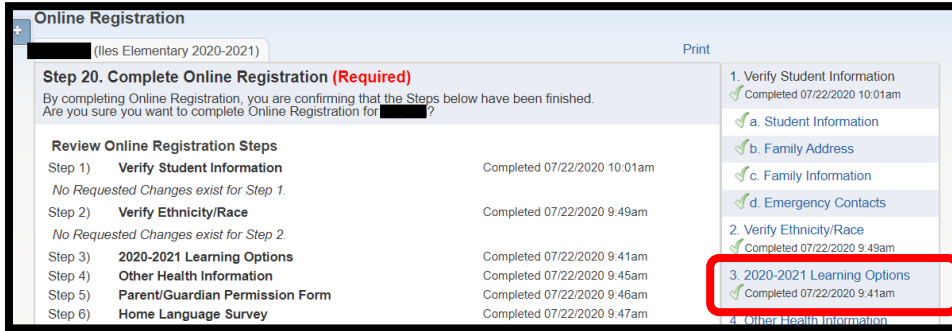
or



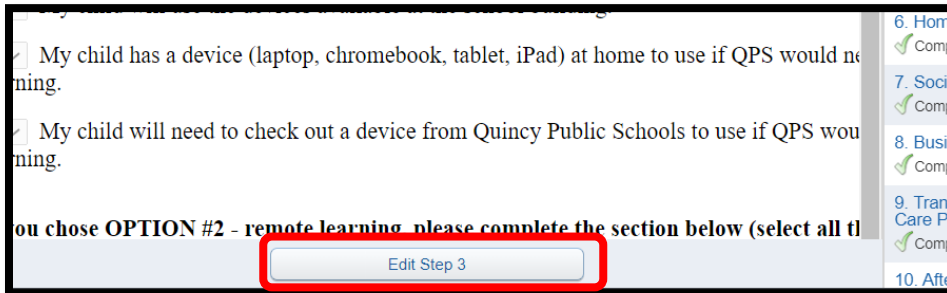
5. Click "Mark Online Registration as not completed..."



6. On the right-hand menu, click on any of the sections you need to update.



7. Click on "Edit" at the bottom of the window



8. Make changes to registration selections and then choose "Complete Step...Only"



9. On the right-hand menu, make sure you have a green check mark by all required sections and then click on the final step "Complete Online Registration."



10. Click on "Submit Online Registration" to complete the registration process.

