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*MCPS Q Help
Documentation*

MOBILE Q PARENTCONNECTION

This help document will demonstrate how to access your mobile Q ParentConnection account, and use the various tools available to you within that account.

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Welcome

This document is designed to help familiarize you with the mobile version of Q ParentConnection currently available on your internet enabled devices. It will show you how to access your mobile Q ParentConnection account, and use the various tools available to you within that account.

It also includes helpful hints, for instance:

- How to change your current password
- How to access your student's information
- And how to email teachers directly from your device.

If you are not familiar with the basic functions of Q Parent Connection at this time, please watch the Q Parent Connection training video. This video will show you the basic operations you will need to know in order to use the mobile version of Q ParentConnection. It may be found by clicking on this link →: [Main Parent Connection Video](#)

Navigating to Q ParentConnection

To navigate to the Parent Connection Login page on your mobile device, open your preferred web browser, for example (Safari, Chrome, or Mozilla Firefox).

Using your preferred search engine, search for Missoula County Public Schools or simply type or click the following URL →: www.mcpsmt.org

If you searched for the site, simply click the large Missoula County Public Schools heading.



You should know be on the main mobile page with a series of icons. Locate and click the “Web Connect” icon, in the second row, on the right hand side.



This will redirect you to the Web Connect page. Scroll down to the bold “Parents” heading and locate the Parent Portal link. Tap on this link to open the Parent Portal main page.



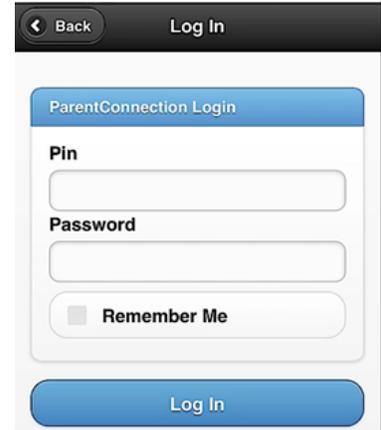
Locate and click the “Log In” button in the upper right hand corner of your screen. This will redirect you to the Parent Connection login page.

Logging In

To login to the mobile version of Q ParentConnection, tap space underneath PIN and enter your PIN number using your device's built in keyboard. Then tap the space underneath Password and enter your password into the designated area.

Verify this information is correct, and then simply click the "Log In" button.

This will redirect you to a list of student's information you have access to.



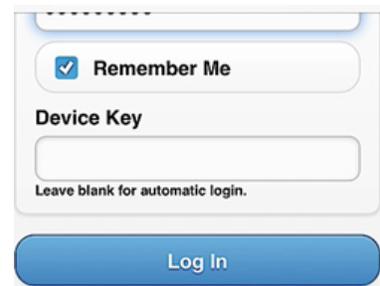
Enable Automatic Login

At the point of login, you may choose whether you would like your device to remember your PIN number and Password. This will automatically log you into ParentConnection rather than having to enter your information each time you want to access your student's information.

If you do not want your mobile device to remember your login information, once you have entered your information, simply click "Log In".

If you would like your mobile device to remember your login information, simply tap the check box next to the words "Remember Me".

This will open a Device Key section. Leave this section blank to enable automatic login. Then simply click "Log In".



Navigating a Mobile Profile

Upon logging into Parent Connection, a list of the student's information you have access to will display. Tap on the student's name to access their profile and information. This will display all of the sections of the student profile available for viewing. Simply tap a section name to display the corresponding section and its information.



Let's select the Attendance section. Tap the attendance name and view the selected student's attendance details.

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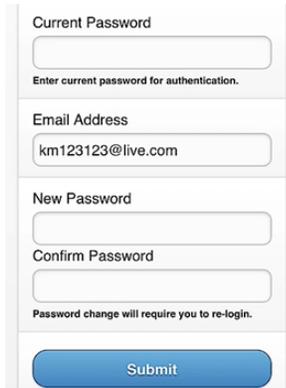
You may email your student's teacher regarding a variety of information located in your student's profile, if their name appears blue and underlined. Simply click on this link. This will launch your phone's default email application to enable you to draft an email.

To close any section, tap the section name at the top of the screen. This will close the currently open tab and display the navigation menu.



Changing your Password

To change your current password associated with your ParentConnection account, scroll to the bottom of the page and select the “Acct” button.



This will ask you to enter your current password, email address associated with your ParentConnection account, what you would like your password to become, and a confirmation of that password.

When you have entered and verified all of the inputted information, click the “Submit” button to accept your changes.

This will require you to re-login to your account.

Turning off Automatic Login

To stop your mobile device from automatically logging you in, tap the “Key” button located at the bottom of page.



This will ask you if you would like to turn off your automatic login and reset your device key. Tap “Yes” to turn off automatic login settings. Tap “No” to cancel this action.

Signing out

To sign out of the mobile version of Q ParentConnection, locate and tap the “Log Out” button in the upper right hand corner of your mobile browser.



This will redirect you to the Parent Portal main page, where you may access: News, Frequently Asked Questions, and various links.

Additional Help

If you feel you are in need of additional help, there are resources available to you:

- The FAQ's on the Parent Portal main page.
- [The Main Q ParentConnection tutorial video](#)
- [The Mobile Q ParentConnection tutorial video](#)

If you have further questions, please contact your student's school secretary or Anthony Zook, Q Administrator in the District Office. Anthony may be reached by email at: (Click this link to email Anthony) → arzook@mscps.k12.mt.us

Thank You

Missoula County Public Schools is pleased to make a mobile version of Q ParentConnection available to the parents and guardians of our students.

MCPS would like to thank you for reading this help document. We are grateful for the support of the parents and guardians in our district, and look forward to continuing to serve you and your students.