

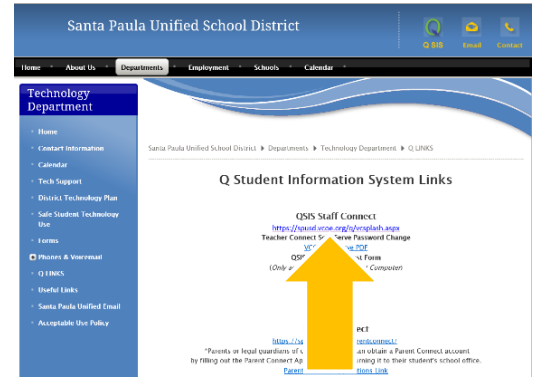
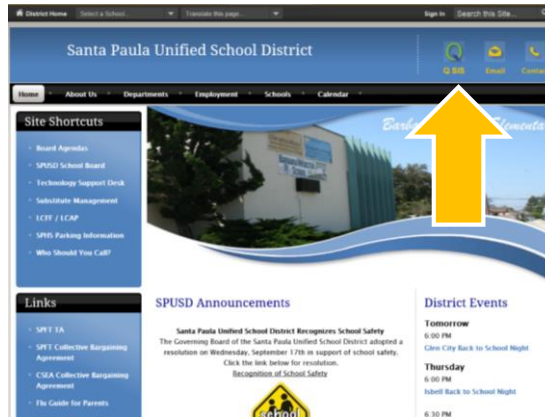
# First time logging into Q

## Step 1

1. Go to the District home page and click the Q SIS button in the top right.
2. Click on Link below *Q SIS Staff Connect*

OR

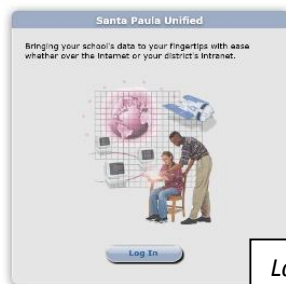
Click on this link [Q SIS](#)



## Step 2

On the Q home screen

1. Click on *Log In*
2. Type your name in as follows
  - a. Last name, First name
  - b. Password: 1234qwer.  
*(Don't forget the period.)*
  - c. Click *Log In*



Last name, First name



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Please Log In

User Id:

Name:

Password:

Log In Cancel

1234qwer.

## Step 3

1. You will have to reset your password once you are in.
2. Your password **MUST** have the following in it.
  - a. One capital letter
  - b. One numeric character
  - c. One special character, for example -, \$, #, @
3. Your password will be required to change every 90 days