Create Account

If you already have a ParentVUE account, skip this section and go to Log in to ParentVUE Account.

Contact your school for your activation key if you are already an existing parent in the district but have not yet set up a ParentVUE account.

1. Navigate to the Online Registration Account Access screen.
2. Select More Options.
3. Click Create a New Account.

![Online Registration, Account Access Screen](image-url)
4. Complete the steps and enter your information.

![Parent Account Creation Screen]

5. Click Submit. Online Registration sends a confirmation message to your email account, which contains a link that allows you to complete the account creation process.

![Confirmation Message]

6. Click the link in the email. The Complete Account Creation window displays.
   a. Change your User ID, if necessary. The default is your email address.
   b. Enter a Password.
c. Re-enter the password in **Confirm Password**.

![Complete Account Creation Screen]

7. **Click Save and Continue.**

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**Log in to ParentVUE Account**

1. Enter your **User Name** and **Password**.
2. **Click Login.**

![Online Registration Account Access Screen]
The ParentVUE login screen automatically redirects you to Online Registration if you have a ParentVUE account but no active children or you do not have Educational Rights to a child.

### Online Registration Screen

**Registering Students**

You have the option to register for the current school year or the next school year depending on the time of the year.

1. New parents click the applicable registration icon on the OLR Home screen.

This screen displays for a parent who has no students already enrolled.

### Online Registration, Home Screen
2. Returning parents log in to OLR in one of the following ways:

- Select the Online Registration tab or click the link in the announcements on the ParentVUE Home screen.

- Click the Begin Registration link in the Alerts folder if you have Synergy Mail.

- Click the Begin Registration link in the open enrollment message on the Messages screen if you do not have Synergy Mail.
3. Click the applicable registration icon.

![Online Registration Home Screen]

4. Click Continue.

![Online Registration Introduction Screen]
5. Enter your Electronic Signature to indicate that you are the account holder.

   ![Signature](image)

   The Electronic Signature must exactly match the name on your account.

6. Click Save And Continue.

7. Follow the prompts to complete the enrollment.
   - A red asterisk (*) indicates required information.

   ![Student Screen](image)
• A progress bar displays as you advance through a section.

• Completed sections have a green check mark in the Navigation Menu. Incomplete sections have a yellow exclamation point.

• Online Registration saves the entered information if you stop the enrollment process and log out. You can click Resume Registration or Delete Registration when you log back in.

• The following options display throughout the registration process:
  • Click to complete missing information.
  • Click to make changes to the information.
• Click [Delete] to delete information from the registration.
• [Complete] indicates there is no more information required.

• If presented with a signature box, some or all of the following options display based on district setup.
  • Signature – Allows you to draw your signature using a manual input device
  • Text – Allows you to enter your signature via keyboard
  • Clear Signature – Clears manually-entered signatures
  • Apply Signature – Uses the signature you entered on the Introduction screen

**Family Module**

You must set a Primary Address associated with a parent/guardian for each student. This is completed on the Home Address page.

**Home Address Page**

You can modify the address on the Home Address page if your school allows re-enrollment and allows you to change your address.
Mail Address Page

Complete the Mail Address if this address is different from the Home Address.

- The Update Parent/Guardian Mail Addresses screen displays if you change Your Mail Address and there are other non-enrolling parents/guardians who live at the Home Address.
  - Click Yes to update the Mail Address of the non-enrolling parents/guardians who live at the Home Address.
  - Click No to not update the non-enrolling parents/guardians.
Parent/Guardian Module

The Parent/Guardian module home page lists the parents/guardians associated with the student.

- Click + Add New Parent/Guardian to add additional parents/guardians to the student record.
- Click Edit to update information for a parent/guardian.
- Click Delete to delete a parent/guardian from the student record.

Demographics Page

The Demographics page lists information such as name, gender, education level, and preferred language. The address auto-populates from the information entered in the Family module.
Work Address Page

The Work Address page lists the parent/guardian’s employer and address. It may also ask if the parent/guardian is military or if they work for the school district.
Contact Information Page

The Contact Information page lists the phone numbers and email address of the parent/guardian and the type of communication preferred. You may be required to select a Primary phone number before continuing.

Military Status Page

The Military Status page asks for current and past military service. Click to enter in your service. Start Date and type of Military Service are required.

Household Income Survey Page

The Free and Reduced Eligibility Survey page determines your child/children's eligibility in the Free and Reduced Lunch program. Providing this information is optional.

If you have multiple students, you are asked to complete this information only once. The information entered applies to all children in the household.

Eligibility thresholds are year specific, so you are asked for this information each school year.

- Select Decline To State to skip this section.
- Select your Household Size.
- Income displays after Household Size is selected. Select the applicable income range.

Once you have completed all pages in the Parent/Guardian module, you are redirected to the Parent/Guardian main screen. You are not able to continue to a new module until all parents/guardians display the [Complete] icon.
If you do not know the information required, you can select **No further information is known for this Parent/Guardian** on the Demographics page.

**Emergency Module**

You are required to enter at least one emergency contact.

- Click ![Add New Emergency Contact](add_gift.png) to add a contact to the list.
- Click ![Edit](edit_gift.png) to edit information previously entered for a contact.
- Click ![Delete](delete_gift.png) to remove an individual from the emergency contact list.

**Students Module**

The Students module leads you through several pages specific to each student you are enrolling. The main screen lists all students of the enrolling parent.

- You can choose to ![Exclude](exclude_gift.png) or ![Include](include_gift.png) each individual student.
- Click ![Edit](edit_gift.png) to update information about an enrolling student.
- Click ![Add New Student](add_gift.png) to enroll a new student.
The **+ Add New Student** option does not display if your district only allows reenrollments.

Online Registration, Students Module

The pages that display in the Students module vary depending on your district's requirements. Some common ones are listed below.

**Demographics Page**

Most districts require basic demographic information: name, birth date, gender, grade, and address.

Online Registration, Students Module, Demographics Page
Language Survey Page

Language surveys are often included to determine ELL needs.

School Selection Page

The School Selection screen displays if your school district allows you to enroll a student at the school of your choice.
A Pathway option may also display if your school district allows you to select a pathway.

Transportation Page

You can select Student Bus Transportation Needed or skip this page entirely. Selecting this option provides additional fields for input.

- Enter the Responsible Person, Phone, and Address for both Pick-up and Drop-off.
- Select one or more Special Transportation Requirements, such as A/C or Seat Belts.
Relationships Page

There are several different pages for Relationships. These will vary depending on your district’s requirements.

Parent/Guardian Relationships Pages

The Parent/Guardian Relationships page allows you to indicate the relationship each parent/guardian has with the student.

Some of these selections are auto-populated and cannot be changed through Online Registration. Call your student’s school to make any necessary changes.

The Parent/Guardian Relationships page in the Student module displays one of two options for indicating which parents have access to the student’s information in ParentVUE.

- If the ParentVUE column displays, use this column to indicate which parents have access to the student’s records in ParentVUE.

- If the ParentVUE column does not display, use the Ed Rights column to indicate which parents have access to the student’s records in ParentVUE.
Synergy SIS automatically provides ParentVUE access to the enrolling parent or guardian.

Online Registration automatically selects the Lives With option if the parent has the same Primary Address as the student.

Online Registration, Students Module, Parent/Guardian Relationships Page

Emergency Contact Order Page

Drag and drop the emergency contacts in the order you want them to be contacted.

Online Registration, Students Module, Emergency Contact Order Page

Documents Module

The Documents module lists all of the document options you can upload here, grouped by Family and Students.

- Select the Document Type.
- Click to choose a file.
• Click 🗑 to remove a document.
• Select I will deliver a hard copy to the school instead of uploading it if you are unable to upload documents at the time of registration.

Only students with a current IEP have the option to upload the IEP Document.

You can also select and upload documents from the ParentVUE’s library of images, as well as take a photo.

Online Registration, Documents Module

You can also download documents provided by the district. To download individual documents, click the document title in the Document column or click 🎯 Download All Documents to download all available documents.
Review/Submit Module

- Click **Review** when finished to confirm all data entered during the registration process is accurate.
- Click **Print** to print a copy of the enrollment information.

Your school might require that you review the registration prior to submission. If so, the **Submit** option at the bottom displays as **Review**.

Online Registration, Review/Submit Screen

- When finished, confirm that you have reviewed and verified all the registration data.

Online Registration, Review Screen

- Click **Submit**.
Using Mobile Devices for Online Registration

Registration using iOS and Android mobile devices, including cell phones and tablet computers, is user-friendly. This may also affect desktop computers, particularly when the screen size is reduced to less than 1000 pixels wide.

You must have the minimum versions for ParentVUE and StudentVUE applications.

- ParentVUE – Version 5.3.11
- StudentVUE – Version 5.3.12

OLR Menu Icon

When the screen width of a device is less than 1000 pixels, usually with mobile devices unless it is a tablet held in landscape mode, the OLR menu usually displayed on the left side of the screen is replaced with a three-bar icon on the top left of the screen. Tapping on the icon opens the menu.
1. Log in to OLR.
2. Click 📚.

**Progress Bar**

There is no progress bar shown at the top of the pages in OLR when the screen width of a device is less than 1000 pixels.

- With the progress bar

- Without the progress bar
Checking Application Status

After submitting the completed registration, your school district reviews your application information. You can check the status of your application.

1. Log in to OLR.
2. Select the Status tab.

![Online Registration, Home Screen]

The Status page opens displaying two tabs. By default, the Active tab opens.

![Online Registration Screen, Status Page]
3. Select the History tab to see Accepted or Denied registrations.

![Online Registration Screen, Status Page, History Tab](image)

You can log in to Online Registration to modify or register additional children once the school district reviews and accepts all the registrations.

Previously denied registrations move to a *Waiting* status when the school retracts the denial.