

Create Account

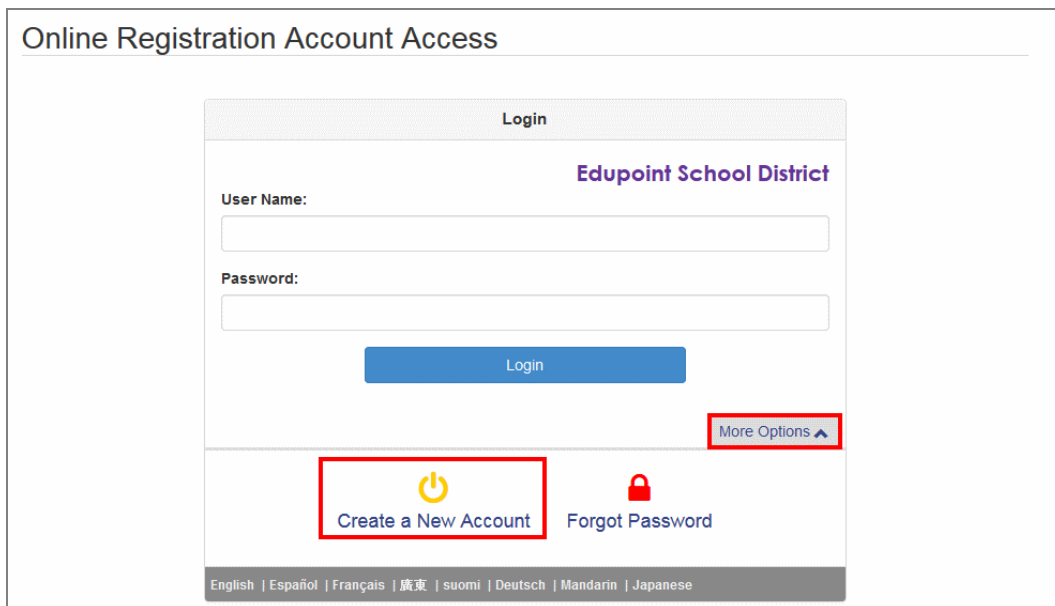


If you already have a ParentVUE account, skip this section and go to [Log in to ParentVUE Account](#).



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

Login

Edupoint School District

User Name:

Password:

Login

More Options ▾

Create a New Account

Forgot Password

English | Español | Français | 廣東 | suomi | Deutsch | Mandarin | Japanese

Online Registration, Account Access Screen

4. Complete the steps and enter your information.

Parent Account Creation

Step 2 of 3: Create Your Account


Please enter your first name, last name, and your email address

First Name

Last Name

Email Address

Confirm Email Address

 Type the characters you see in this picture

[Continue to Step 3](#)

Online Registration, 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.

From: admin@district.com [mailto:admin@district.com] Next Last

Sent: Monday, March 31, 2014 11:01 AM

To: Steve Adams

Subject: ParentVUE Registration

Hi Steve,

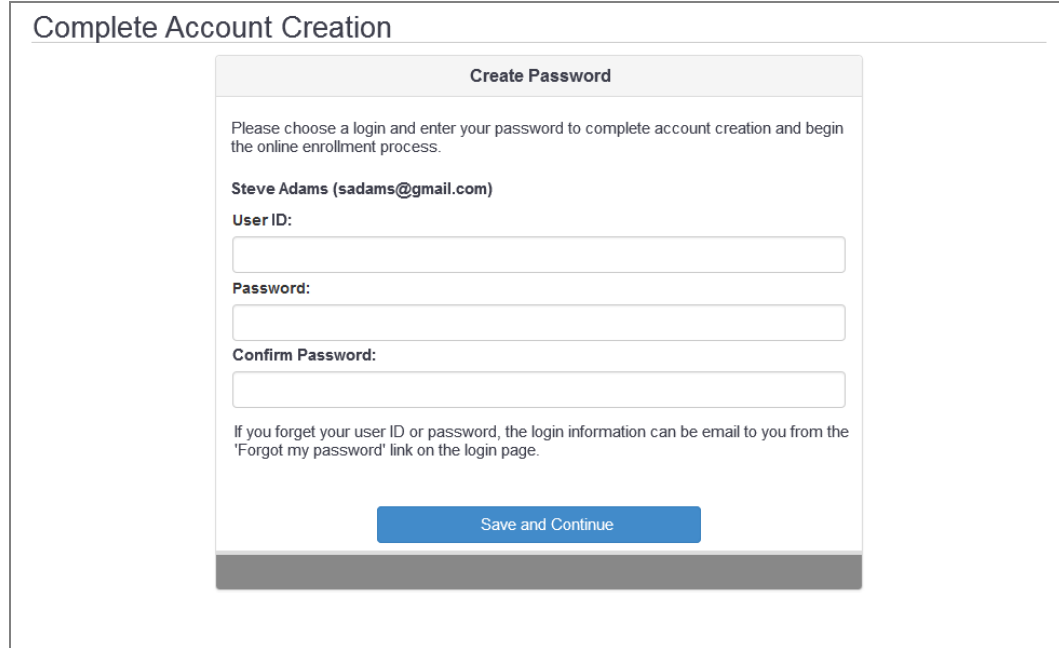
Welcome to the ParentVUE online registration portal. Click [here](#) to complete the account creation process and begin online registration.

This is an automated email. Please do not reply to this message.

Online Registration, 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**.

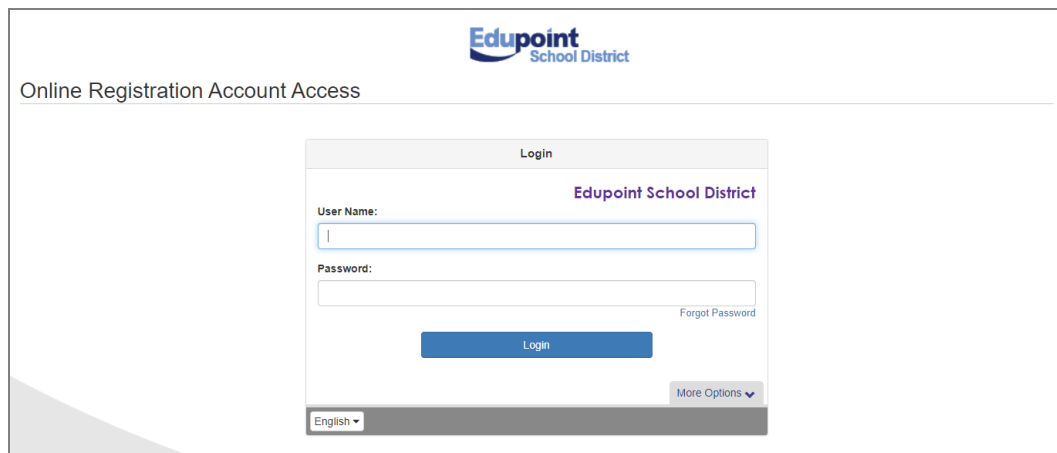


Online Registration, Complete Account Creation Screen

7. Click **Save and Continue**.

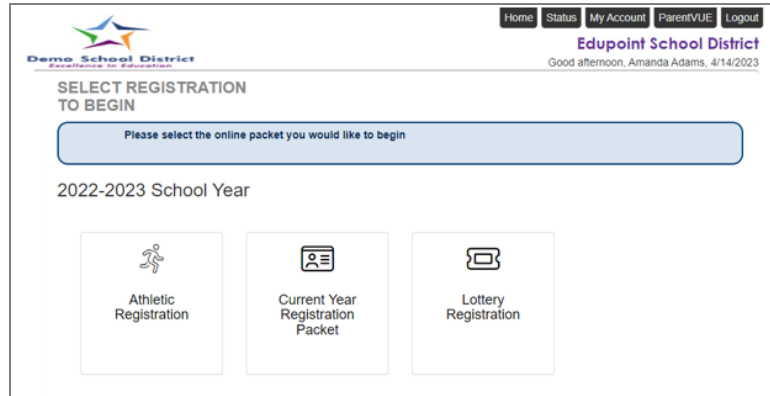
Log in to ParentVUE Account

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

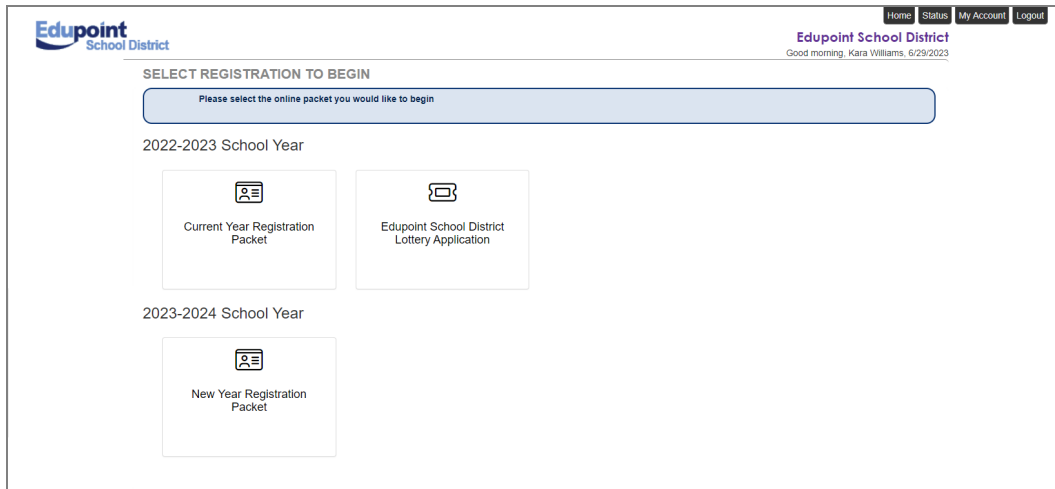
Registering Students

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.



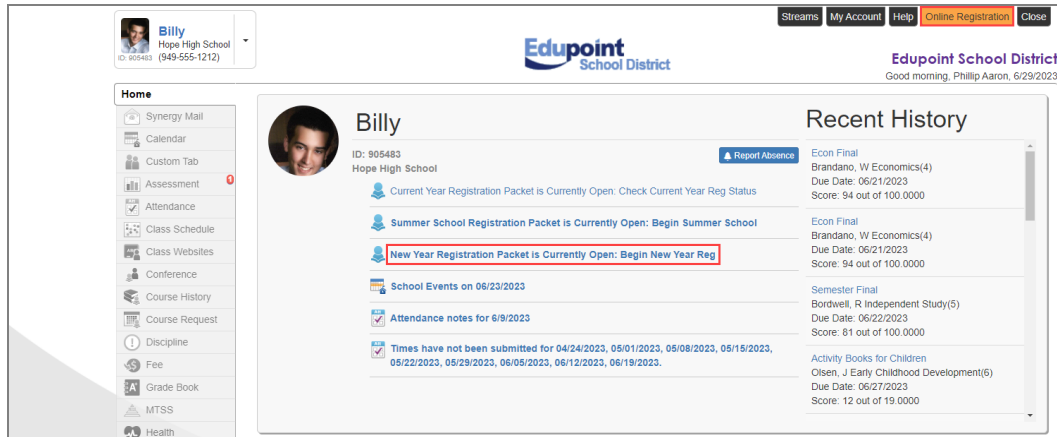
This screen displays for a parent who has no students already enrolled.



Online Registration, Home Screen

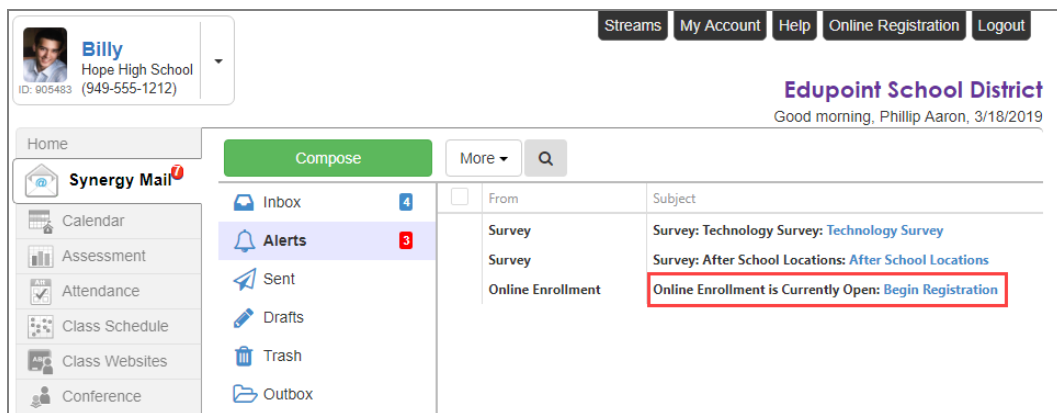
2. Returning parents log in to OLR in one of the following ways:

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



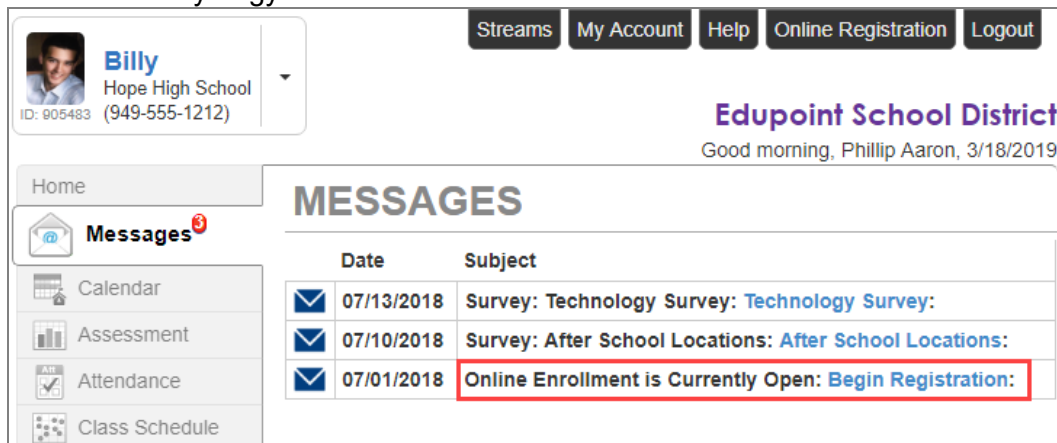
ParentVUE Home Screen

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



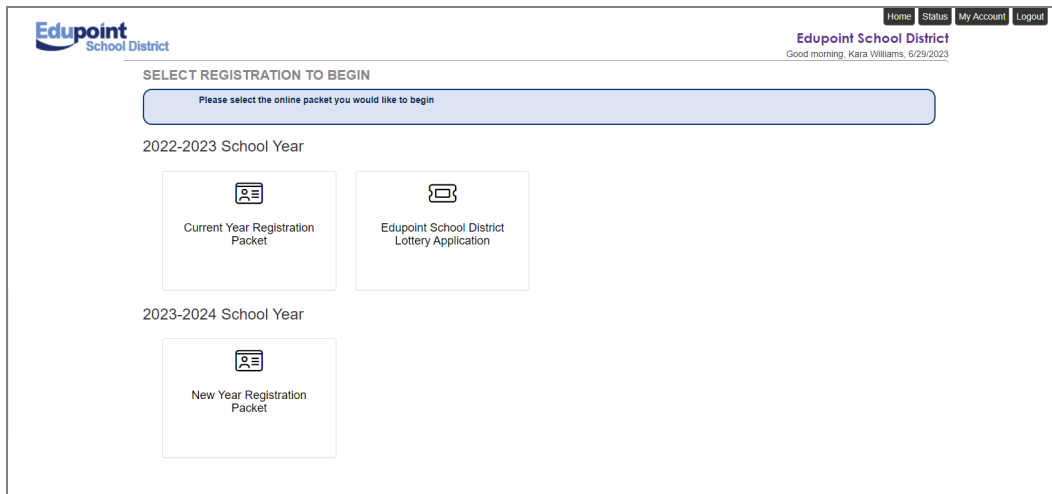
ParentVUE, Synergy Mail Alerts Screen

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



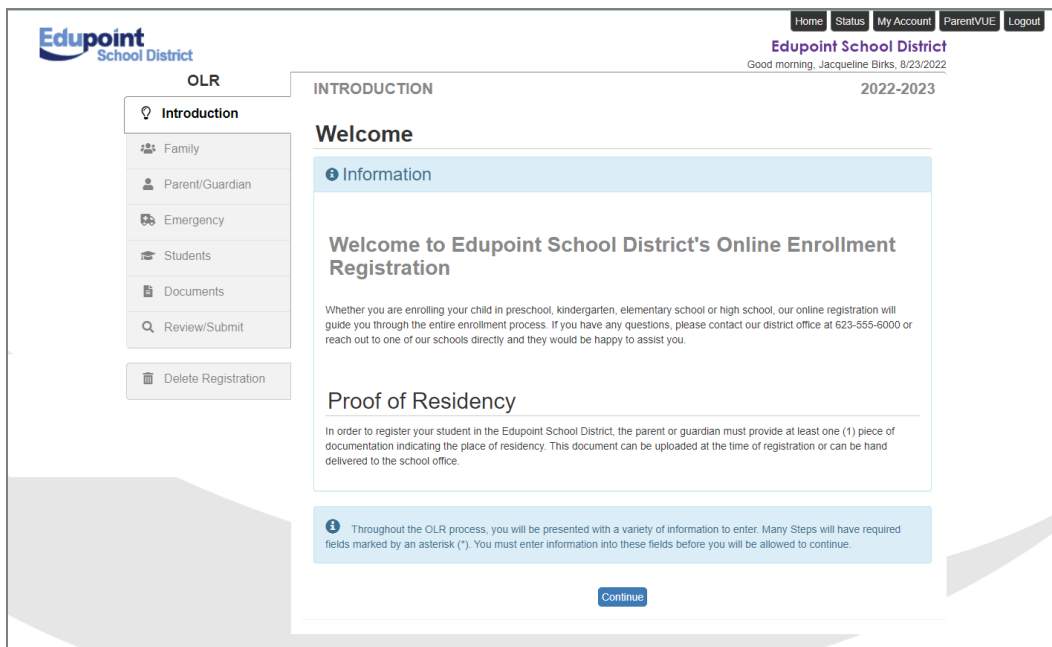
ParentVUE, Messages Screen

3. Click the applicable registration icon.



Online Registration Home Screen

4. Click Continue.



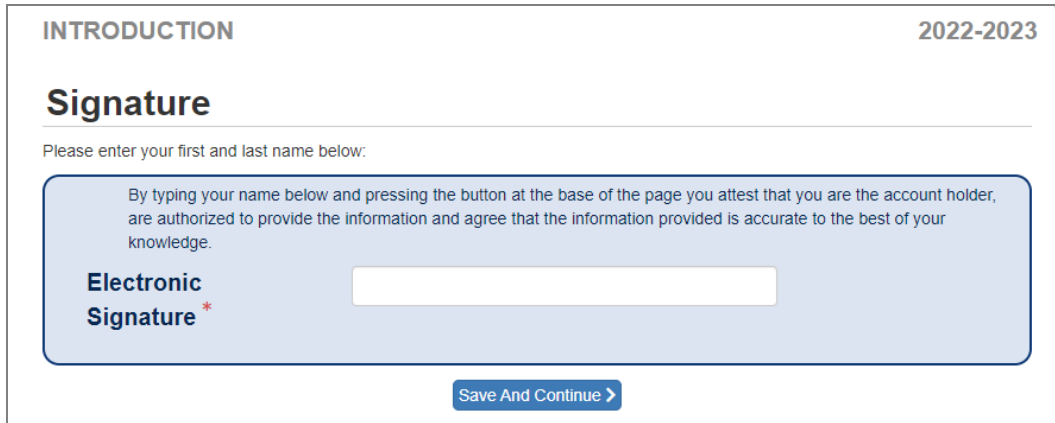
Online Registration Introduction Screen

5. Enter your **Electronic Signature** to indicate that you are the account holder.



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

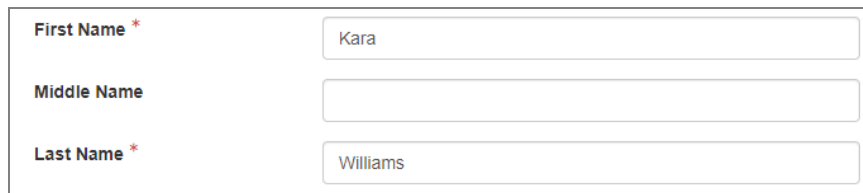
6. Click **Save And Continue**.



Online Registration Introduction Screen

7. Follow the prompts to complete the enrollment.

- A red asterisk (*) indicates required information.

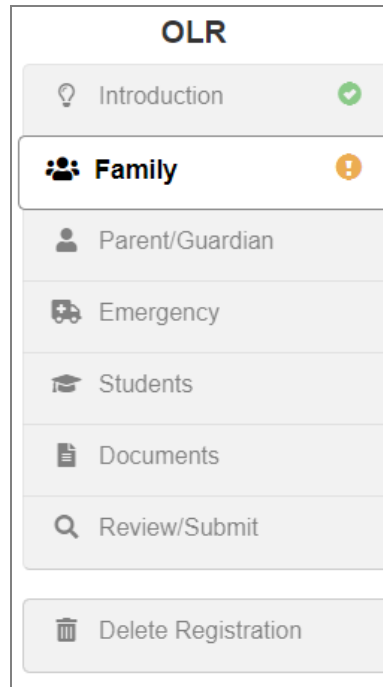


Online Registration, Student Screen

- A progress bar displays as you advance through a section.

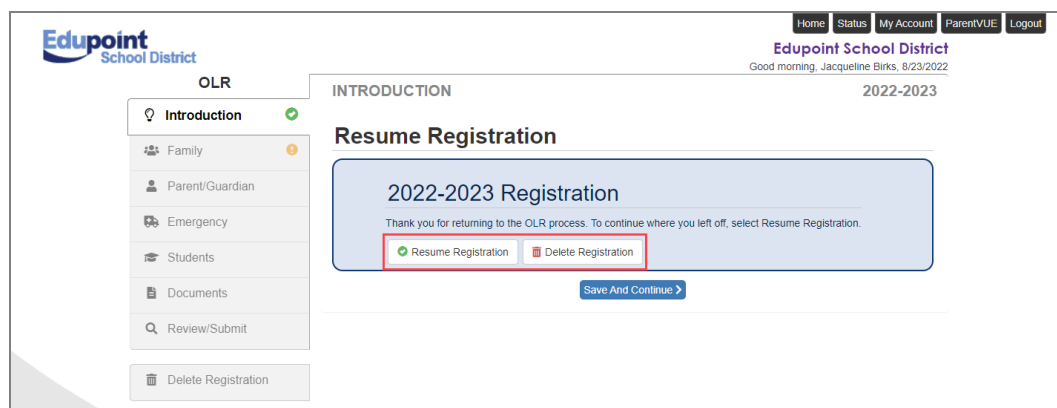


- Completed sections have a green check mark in the Navigation Menu. Incomplete sections have a yellow exclamation point.







Online Registration, Navigation Menu

- 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.



Online Registration, Introduction Screen

- The following options display throughout the registration process:
 - Click  to complete missing information.
 - Click  to make changes to the information.

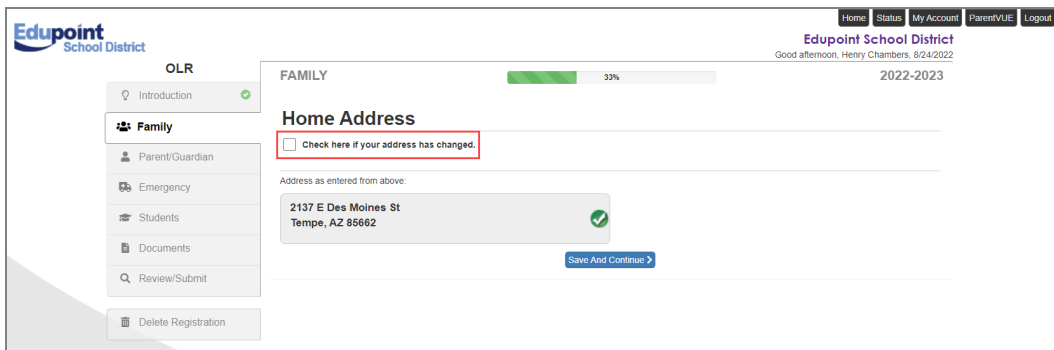
- Click  to delete information from the registration.
-  notates there is no more information required.
- If presented with a signature box, some or all of the following options display based on district setup.
 - **Signature** – Allows you to draw your signature using a manual input device
 - **Text** – 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

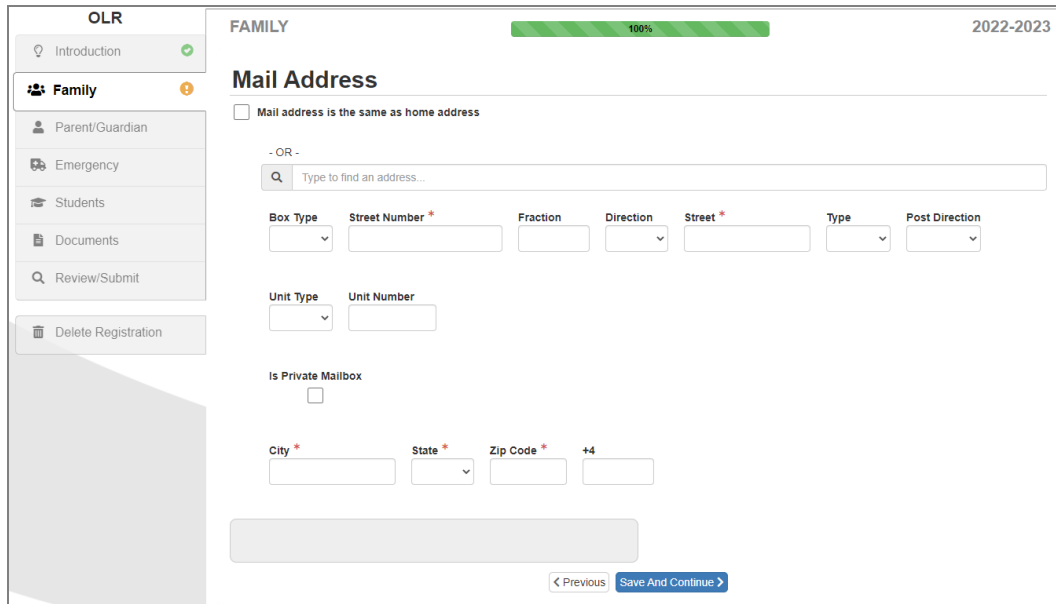
You can modify the address on the Home Address page if your school allows re-enrollment and allows you to change your address.



Online Registration, Family Module, Home Address Page

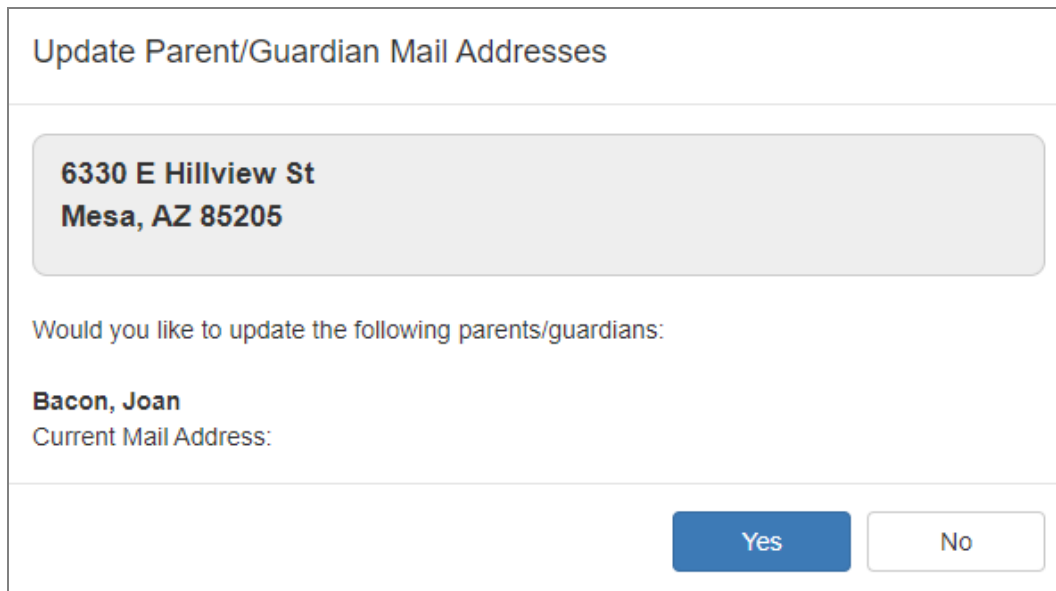
Mail Address Page

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



Online Registration, Family Module, Mail Address Page

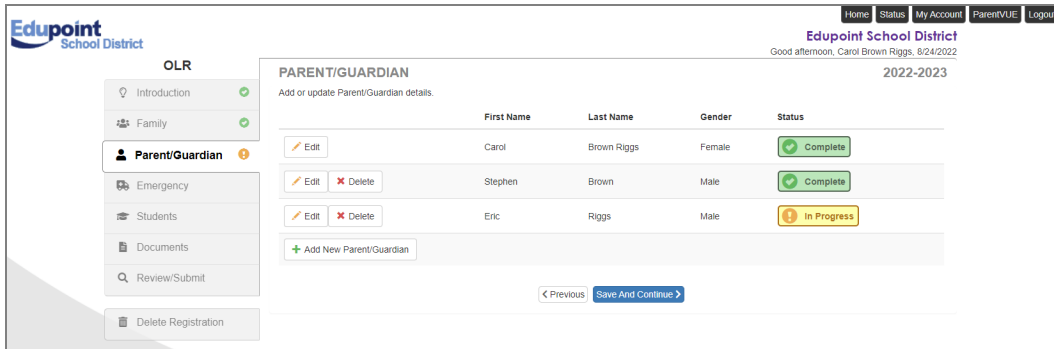
- The Update Parent/Guardian Mail Addresses screen displays if you change Your Mail Address and there are other non-enrolling parents/guardians who live at the Home Address.
 - Click **Yes** to update the Mail Address of the non-enrolling parents/guardians who live at the Home Address.
 - Click **No**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






Update Parent/Guardian Mail Addresses Window

Parent/Guardian Module

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

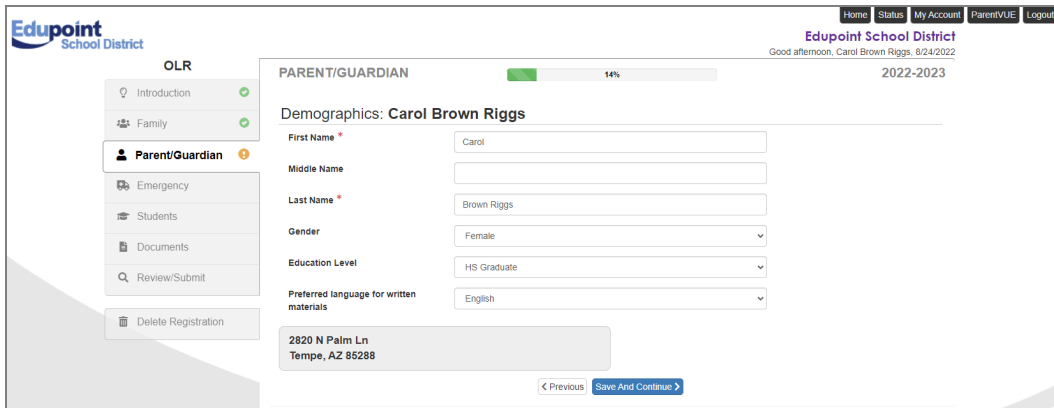


Online Registration, Parent/Guardian Module

- Click  to add additional parents/guardians to the student record.
- Click  to update information for a parent/guardian.
- Click  to delete a parent/guardian from the student record.

Demographics Page

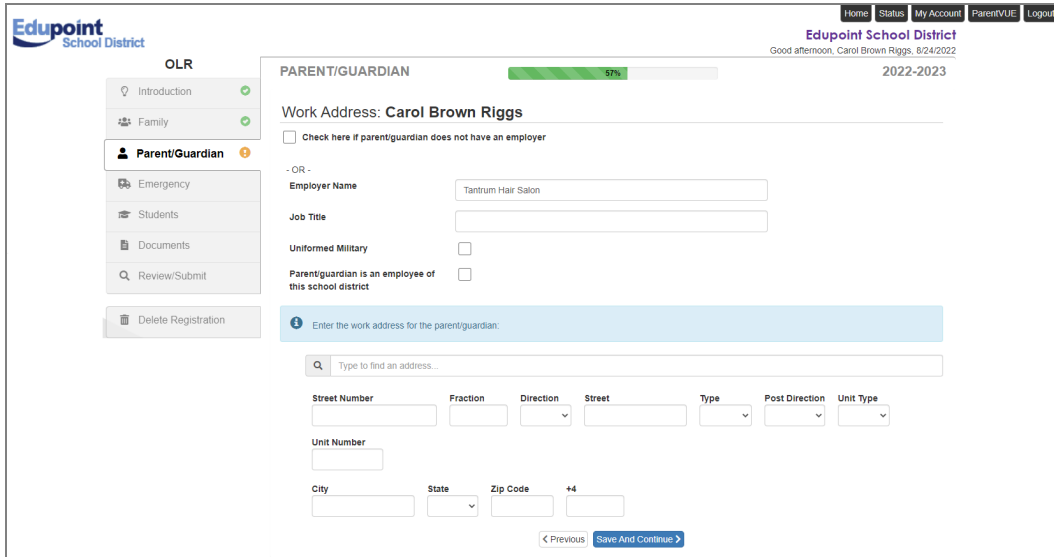
The Demographics page lists information such as name, gender, education level, and preferred language. The address auto-populates from the information entered in the Family module.



Online Registration, Parent/Guardian Screen, Demographics Page

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.

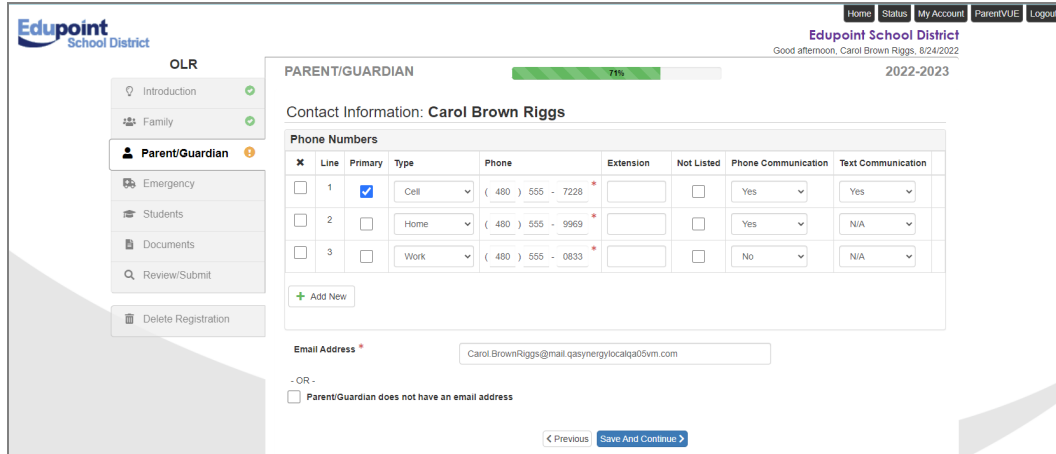


The screenshot displays the 'Parent/Guardian' section of the online registration process. On the left is a sidebar with navigation links: Introduction, Family, Parent/Guardian (active), Emergency, Students, Documents, Review/Submit, and Delete Registration. The main content area is titled 'PARENT/GUARDIAN' with a 57% progress indicator. It shows the user's name 'Carol Brown Riggs' and the current date '2022-2023'. The 'Work Address' section is active, with a checkbox for 'Check here if parent/guardian does not have an employer'. Below this, there are fields for 'Employer Name' (filled with 'Tantrum Hair Salon') and 'Job Title'. There are also checkboxes for 'Uniformed Military' and 'Parent/guardian is an employee of this school district'. A blue banner prompts the user to 'Enter the work address for the parent/guardian:'. Below this is a search bar and a structured address form with fields for Street Number, Fraction, Direction, Street, Type, Post Direction, Unit Type, Unit Number, City, State, and Zip Code. Navigation buttons for '< Previous' and 'Save And Continue >' are at the bottom.

Online Registration, Parent/Guardian Screen, Work Address Page

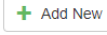
Contact Information Page

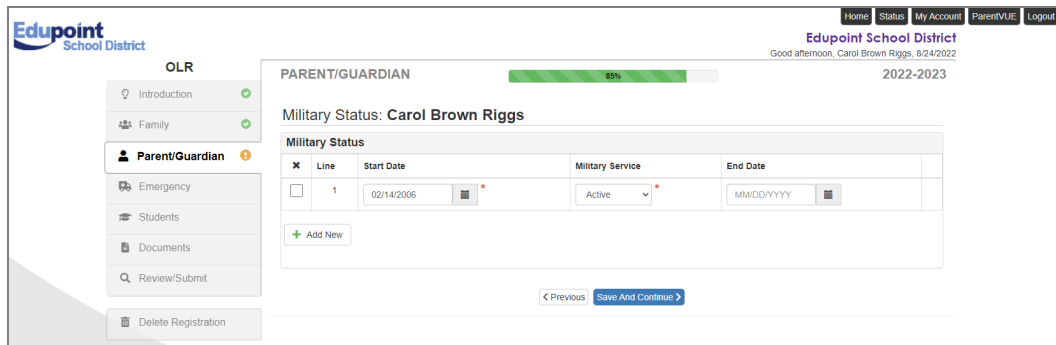
The Contact Information page lists the phone numbers and email address of the parent/guardian and the type of communication preferred. You may be required to select a Primary phone number before continuing.



Online Registration, Parent/Guardian Module, Contact Information Page

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.



Online Registration, Parent/Guardian Module, Military Status Page

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.

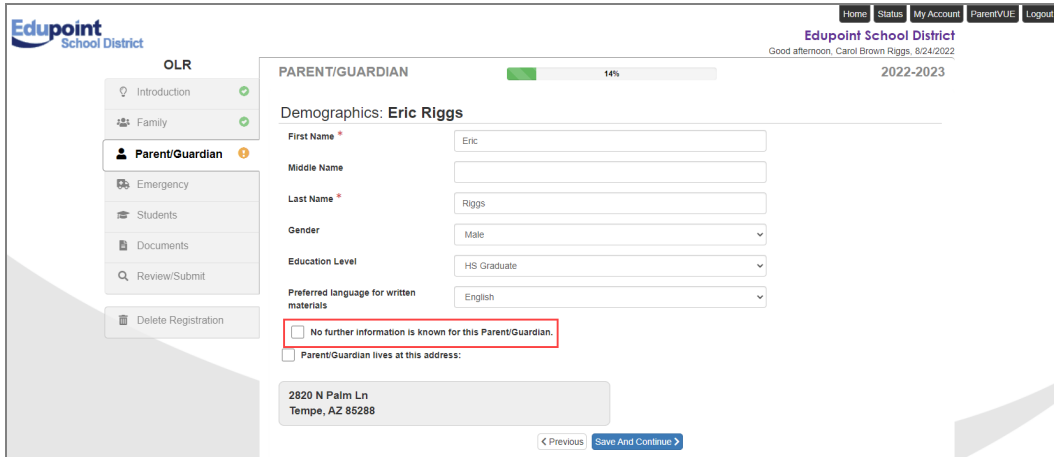
Online Registration, Parent/Guardian Module, Household Income Survey Page

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  icon.

First Name	Last Name	Gender	Status
Carol	Brown Riggs	Female	
Stephen	Brown	Male	
Eric	Riggs	Male	

Online Registration, Parent/Guardian Module, Main Page




- If you do not know the information required, you can select **No further information is known for this Parent/Guardian** on the Demographics page.

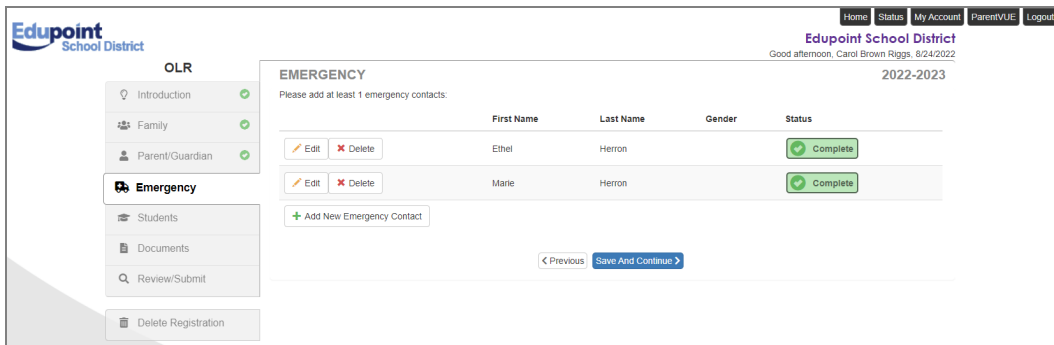


Online Registration, Parent/Guardian Module, Demographics Page

Emergency Module

You are required to enter at least one emergency contact.

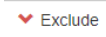


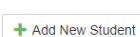
- Click  to add a contact to the list.
- Click  to edit information previously entered for a contact.
- Click  to remove an individual from the emergency contact list.




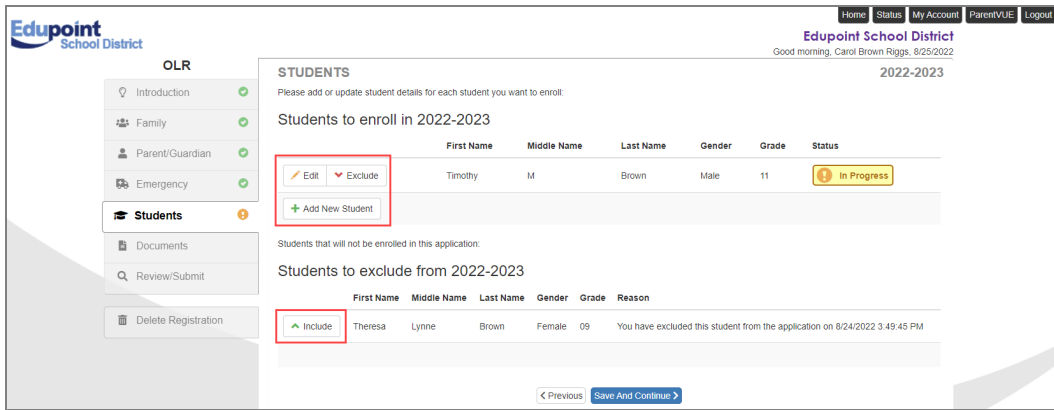
Online Registration, Emergency Module

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  or  each individual student.
- Click  to update information about an enrolling student.
- Click  to enroll a new student.

The  option does not display if your district only allows reenrollments.

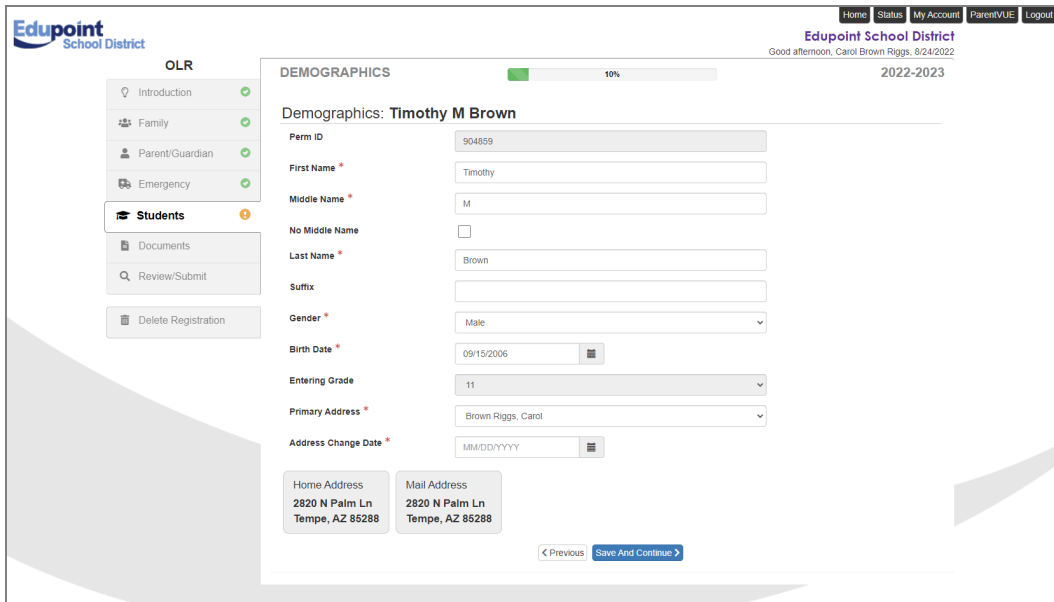


Online Registration, Students Module

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

Demographics Page

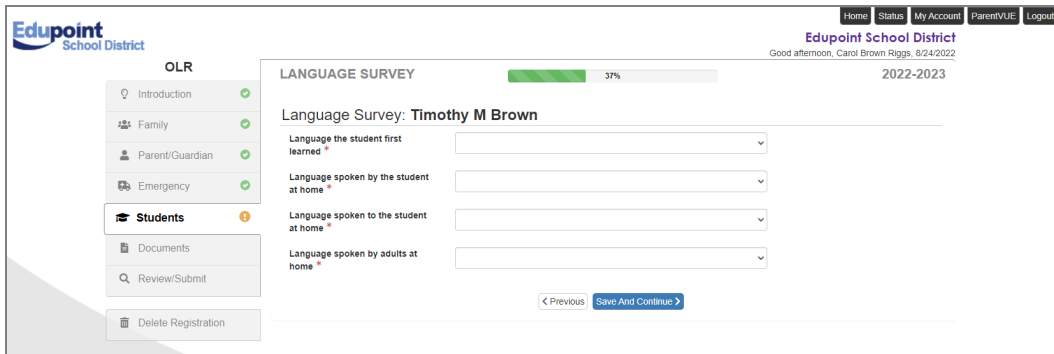
Most districts require basic demographic information: name, birth date, gender, grade, and address.



Online Registration, Students Module, Demographics Page

Language Survey Page

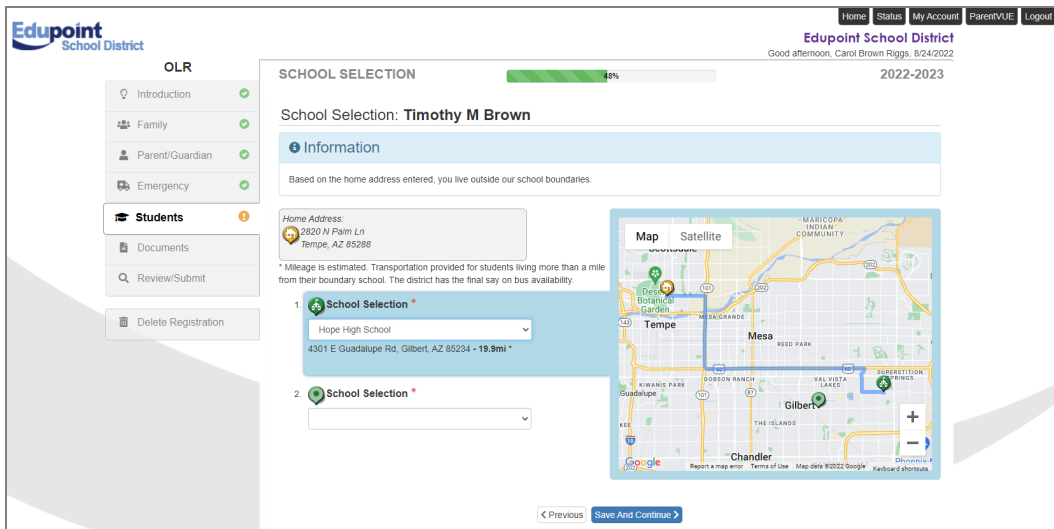
Language surveys are often included to determine ELL needs.



Online Registration, Students Module, Language Survey Page

School Selection Page

The School Selection screen displays if your school district allows you to enroll a student at the school of your choice.



Online Registration, Students Module, School Selection Page

A **Pathway** option may also display if your school district allows you to select a pathway.



Online Registration, Students Module, School Selection Page

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**.

Online Registration, Students Module, Transportation Page

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.

Parent/Guardian Relationships: Jane Acevedo


Instructions

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Biological Motr</div>	Jean	Acevedo	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- OR -											
<input type="checkbox"/> No Relationship											
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Biological Fath</div>	Harold	Acevedo	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Online Registration, Students Module, Parent/Guardian Relationships Page

- 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.

60% 2018-2019

Parent/Guardian Relationships: Jane Acevedo

Instructions


Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Biological Motr				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- OR -										
<input type="checkbox"/> No Relationship	Jean	Acevedo	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Biological Fath	Harold	Acevedo	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



Home Status My Account ParentVUE Logout

RELATIONSHIPS 65% 2022-2023

Emergency Contact Order: Justin N Birks

Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency.

- 1 Jacqueline Birks (Mother)
- 2 Roberta Garcia (Relative)
- 3 Lisa Lamberson (Friend)


< Previous Save And Continue >


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 Upload 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.

OLR

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students ✓
- Documents**
- Review/Submit
- Delete Registration

2022-2023

DOCUMENTS

Family

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.

Document Type *

Select document *

Secondary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.

Document Type *

Select document *


Students

Timothy M Brown

Birth Verification:


Document Type *

Select birth verification document *

 Birth Certificate.docx

Immunization Card

State law requires parents to upload a copy of their students immunization card. If you would like to request an exemption, please complete the [Conscientious Objection Exemption Form](#).

 Immunization Record.docx

Student	Document
Timothy M Brown	Primary Home Language Form
	Dawn Test

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 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**.

REVIEW/SUBMIT 2018-2019

Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit		Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit		Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

<< Previous
Review

Online Registration, Review/Submit Screen

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

✔ **I have reviewed all registration data and verified that it is correct**

< Previous
Submit

Online Registration, Review Screen

- Click **Submit**.

REVIEW/SUBMIT 2018-2019

Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:


Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	N/A	Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit	N/A	Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

<< Previous
Submit

Online Registration, Review/Submit Screen

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.

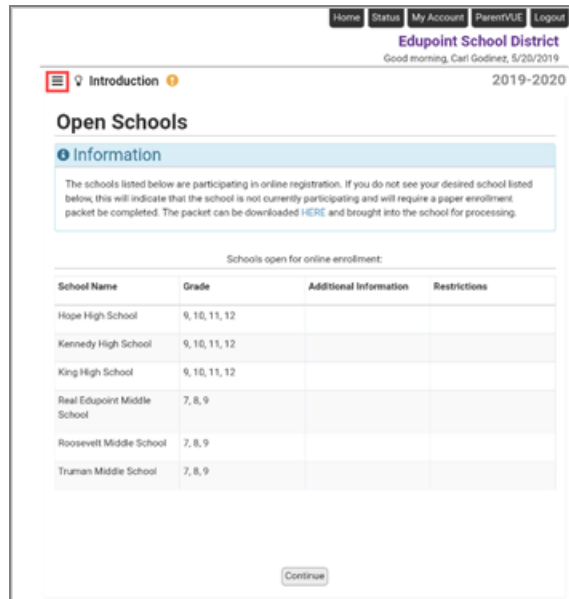


You must have the minimum versions for ParentVUE and StudentVUE applications.

- ParentVUE – Version 5.3.11
- StudentVUE – Version 5.3.12

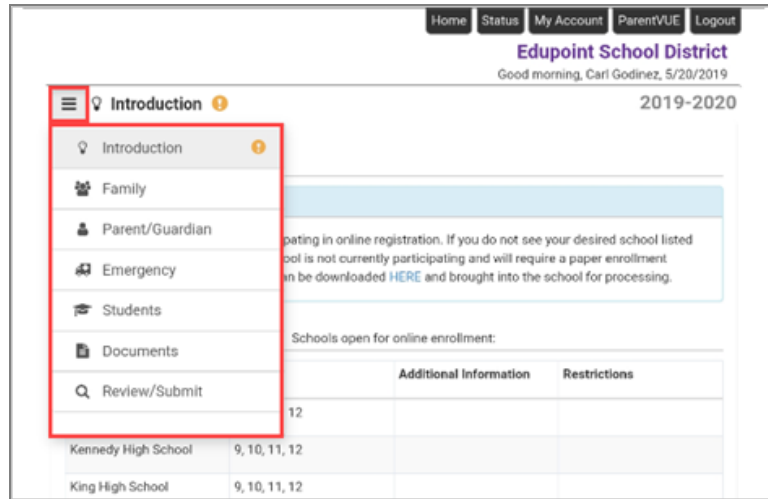
OLR Menu Icon

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.



Online Registration Home Screen

1. Log in to OLR.
2. Click .

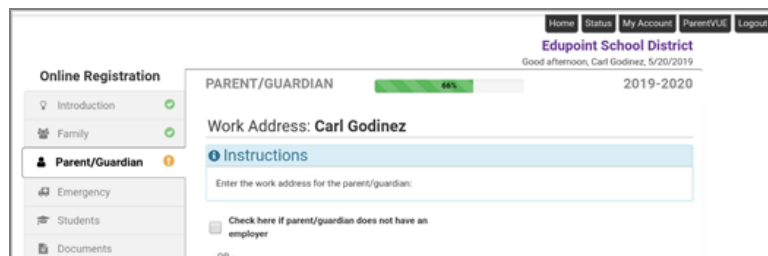


Online Registration Home Screen

Progress Bar

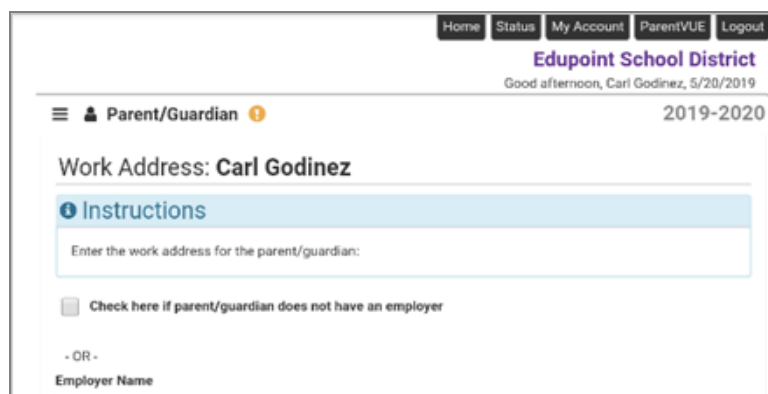
There is no progress bar shown at the top of the pages in OLR when the screen width of a device is less than 1000 pixels.

- With the progress bar



Online Registration, Parent/Guardian Screen

- Without the progress bar

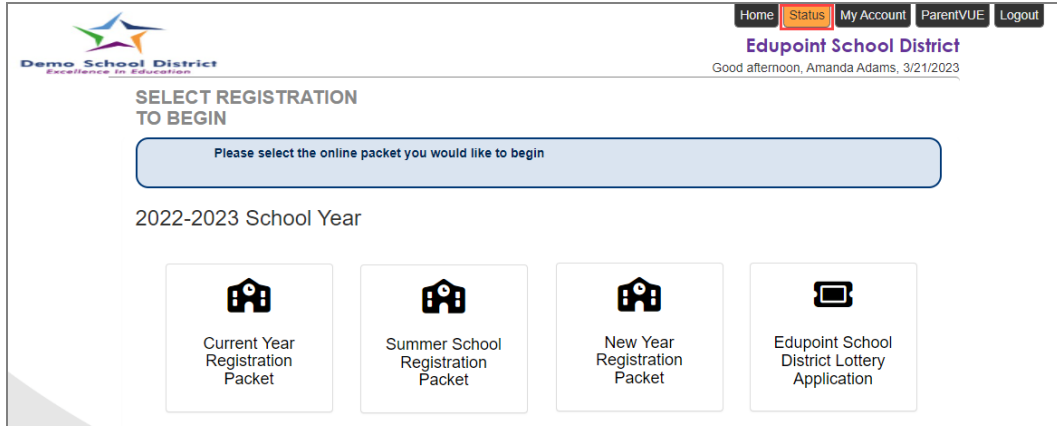


Online Registration, Parent/Guardian Screen

Checking Application Status

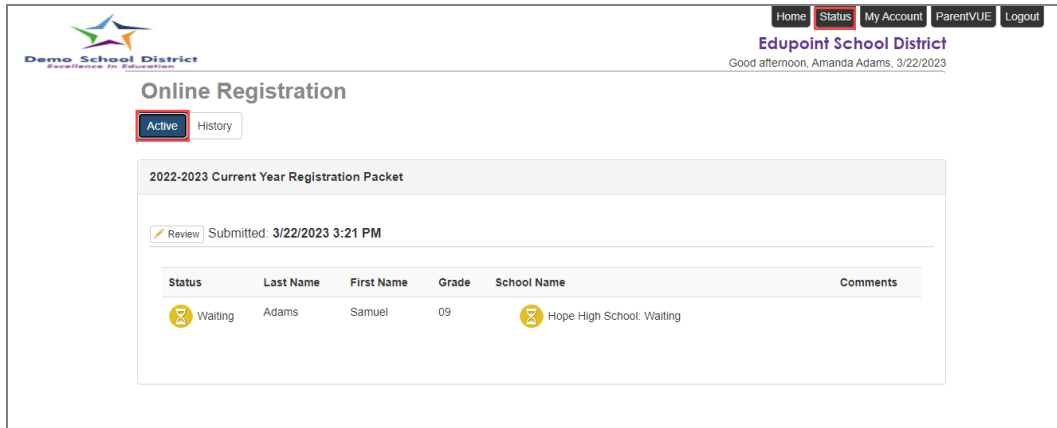
After submitting the completed registration, your school district reviews your application information. You can check the status of your application.

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



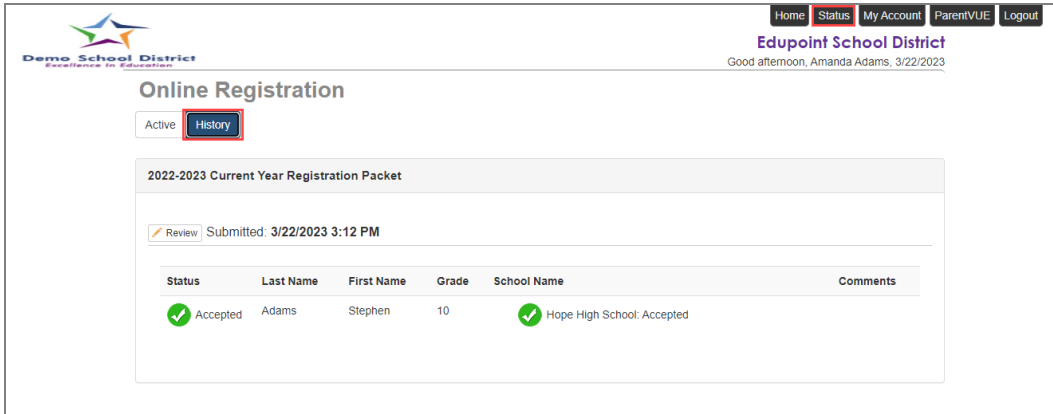
Online Registration, Home Screen

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

Active **History**

2022-2023 Current Year Registration Packet

Review Submitted: 3/22/2023 3:12 PM

Status	Last Name	First Name	Grade	School Name	Comments
✓ Accepted	Adams	Stephen	10	✓ Hope High School: Accepted	

Online Registration Screen, Status Page, History Tab

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.