

Log in to ParentVUE Account

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



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.

	Login	
User Name:	Edup	ooint School District
Password:		
	Login	
		More Options V

Online Registration Account Access Screen

1



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. Log in to OLR in one of the following ways:
 - Select the Registration tab or the Online Registration tab in ParentVUE.



ParentVUE 2.0 Screen, Online Registration Tab



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



ParentVUE 2.0, 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.

4	-			Messages
viessages		Date		Subject
Calendar	X	05/18/2015 16	41:00	Ian - Drama - After School Program (5/18/2015)
Attendance		10/06/2014		Survey: Technology Survey: Technology Survey
Class Schedule		08/02/2014		Online Enrollment Open For 2014-2015: Begin Registration
Class Websites				
			ParentVU	E 1.0, Messages Screen
	Billy Hope H	igh School		Streams My Account Help Online Registration Logout
	ID: 905483 (949-55	5-1212)		Edupoint School District
				Good morning, Phillip Aaron, 3/18/2019
	Home	M	ESSAC	GES
	Messag	es ⁰	Date	Subject
	Calendar	\sim	07/13/2018	Survey: Technology Survey: Technology Survey:
	Assessme	ent 🔽	07/10/2018	Survey: After School Locations: After School Locations:
		211L	0111012010	Survey. Alter School Ecolutions. Alter School Ecolutions.

ParentVUE 2.0, Messages Screen

Class Schedule



2. Click Begin New Registration.

			Edupoint School District Good afternoon, Harold Acevedo, 6/25/2018
0	Please select the registration school year.*	2017-2018	
		Begin New Registration	n >>

Online Registration, Home Screen

3. Click Continue.



Online Registration, Introduction Screen

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

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

 INTRODUCTION
 2018-2019

 Please enter your first and last name below:
 Image: Comparison of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

 Electronic Signature*
 Harold Accevedo

 Save And Continue >>
 Save And Continue >>

Online Registration, Introduction Screen

4



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

First Name*	Harold	
Middle Name		
Last Name*	Acevedo	

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 mark.



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 Start Over.**

	Edu Good aftern	point School District
tion	INTRODUCTION	2048 2040
0	IN TRODUCTION	2018-2019
0	2018-2019 Registration	
0	Thank you for returning to the online registration process. To continu	e where you left off
0	select Resume Registration.	e milete you lett on,
0	Resume Registration X Start Over	
0		
0	Save And Continue >>	
	tion	Edu Good aftern INTRODUCTION C C C C C C C C C C C C C

Online Registration, Introduction Screen

- The following options display on the Parent/Guardian, Student, and Emergency contacts screens:
 - Click **In Progress** to complete incomplete information.
 - Click Edit to edit the information.
 - Click **Delete** to delete the person from the registration.
 - Click Add New Parent/Guardian, Add New Student, or Add New Contact to add another person's information, depending on which screen you are on. Add New Student does not display if your district allows only reenrollments.
 - Drag and drop the emergency contacts in the order you want them to be contacted.

		Home Status My Account Edupoint School D Good morning, Alice Abbott, J	
Online Registra	ation	RELATIONSHIPS 2018	3-2019
	0	Emergency Contact Order: Tanner Abbott	
🚰 Family	0	● Instructions	
& Parent/Guardian	0		
G Emergency	0	Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:	
Students	0	Alice Abbett (Biological Mother)	
Documents	0	2 Paul Abbott (Step-Father)	
C Review/Submit	0	3 Bethann Lowell (Relative) Home Phone: 555-123-8204	
		4 Sandee Martin (Relative) Home Phone: 555-123-4682 5 Renee Phillips (Relative) Home Phone: 555-123-9648 6 Bob Butler (Biological Father) <<	

Online Registration, Students Relationships Screen



• Add new rows, delete existing rows, and edit the data in the fields on the Parent Guardian Military Status screen when there are no restrictions on the grid.

Online Registrat	ion	DADEN			85%	000000	2049 2040
Introduction	0	FAREN	IIGOARDIAN				2010-2019
Family	0	Militar	y Status: Davi	d Ceja			
Parent/Guardian	0	Inst	ructions				
B Emergency	0	Provide	the following Military info	rmation for the parent	/guardian you want to enter:		
Students	0	Military	Status				
Documents	0	× Line	e Start Date		Military Service	End Date	
C Review/Submit	0		1 03/05/2002	*	Active *	04/17/2010	=
			2 04/18/2010	= .	Reserve 🔻	MM/DD/YYYY	=
		G Add N	ew				

Online Registration, Parent Guardian Screen

 Click Save and Continue to move to the next screen if Complete displays for all individuals.

						Ec Good affe	Iupoint School Distric
Online Registrat	ion	DADEN		AN			2018 2010
Introduction	0	Add or upda	ate Parent/Guard	lian details.			2010-2019
🚰 Family	0			First Name	Last Name	Gender	Status
Parent/Guardian	θ	💉 Edit	× Delete	Jean	Acevedo	Female	In Progress
Rergency	0	📝 Edit		Harold	Acevedo	Male	Complete
Students	0						
Documents	0	+ Add N	lew Parent/Guar	dian			
C Review/Submit	0			<< Previous	Save And Con	tinue >>	

Online Registration, Parent/Guardian Screen



PARENT/GUARD	IAN 20%	2018-2019
Demographics:	New Parent	
Instructions		
Provide the following inf	ormation for the parent/guardian you want t	to enter:
First Name*	lan	
Middle Name		
Last Name*	Acevedo	
Gender		×
Education Level		•
Preferred language for written materials	English	•
	tion is known for this Paront/Cuardian	



- When entering students, the options displayed are different based on:
 - Your district setup. Your district can allow both new enrollments and reenrollments, deny new enrollments, or only allow new enrollments.
 - Include or exclude the student from Online Registration.
 - Click **Include** to move a student from the Students to exclude section to the Students to enroll section.
 - Click **Exclude** to move a student from the Students to enroll section to the Students to exclude section.
 - Click View to view an excluded student.

		2012	100		(a) - 112	123	1020
		First Name	Las Nar	ne ne	Gender	Grade	Status
💉 Edit 🛛 👻	Exclude	Andrew	/ Are	vedo	Male	12	
× Delete		Andrea		vedu	Marc	12	. In rogress
L Add Now (Student						
T Add New 3	student						
w-only access	s to students	that will not be	enrolled i	n this ap	plication:		
	s to students	that will not be	enrolled i	n this ap 2019	plication:		
w-only access	s to students	that will not be	enrolled i 2018-2	n this ap 2019	plication:		

Online Registration, Students Screen



- You must set a **Primary Address** associated with a parent/guardian for each student.
- You can modify the address on the Home Address screen if your school allows reenrollment and allows you to change your address.
 - a. Select Check here if your address has changed.

FAMILY 50%	2018-2019
Home Address	
Instructions	
Please enter your home address below:	
2013	
Check here if your address has changed.	
address as entered from above:	
4263 E Princess St	
MICSA, AL 00000	

Online Registration, Family Screen



b. Update the Family screen with a new Mail Address.

	ation	FAMILY			100%		2019-2020
Introduction	0						
Family	0	Mail Address					
Parent/Guardia	n O	Instructions					
D Emergency	0	Please enter your mail addres Postal mail.	is in the address e	ditor below. Once	complete, the ma	all address should b	e formatted as it would on normal US
Students	0	Mail address is the same	as home address				
Documents	0	- OR -					
C Review/Submit	0	Q Type to find an ad	dress				
		PO Box Street Num	per*	Fraction	Direction	Street*	Туре
		1411			E .	7th	Av 🔻
		Apartment					Post Direction
		Apartment City*	State*	Zip Code*	+4		Post Direction
		Apartment City* Tempe	State* AZ •	Zip Code* 85284	+4		Post Direction
		Apartment City* Tempe 1411 E 7th Av Tempe, AZ 85284	State*	Zip Code* 85284	+4		Post Direction

c. Click Save and Continue to open the Update Parent Mail Addresses window.

Online Registration, Family Screen



 Click Yes to update the Mail Address of the non-enrolling parents or guardians who live at the Home Address entered on the Family screen.



 Click No to not update the Mail Address of the non-enrolling parents or guardians.

Update Parent Mail Addresses	2
Would you like to update the following parents:	
Kobrin, Philip	
Current Mail Address:636 S Oracle	
Tempe, AZ 85282	
	Yes No

Update Parent Mail Addresses Window

- A red asterisk (*) indicates required information.
- Enter the date of your address change if your district requires it.
- The School Selection screen displays if your school district allows you to enroll a student at the school of your choice.

Online Registra	tion	SCHOOL SELECTION	2017-2018	
A Introduction	0			
· Family	0	School Selection: Frank Fornaser		
Parent/Guardian	0	Information		
G Emergency	0	Based on the home address entered, you live within the attendance boundary of Truman Middle School		
Students	0	Home Address:		
Documents	9	W Mesa, AZ 85620		
2 Review/Submit	0	* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.		
		School Selection		
		Truman Middle School		
		130 W Mesquite St, Gilbert, AZ 85233		
		School Selection		
		<< Previous Save And Continue >>		

Online Registration, School Selection Screen



The following icons display on the School Selection screen:

- 🧶 Indicates a school location on the map
- 🥥 Indicates your address
- The Parent/Guardian Relationships screen 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.

Instructions											
Indicate the relations	hip each F	Parent/Guar	dian has w	ith the st	udent:						
Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp
- OR -	Jean	Acevedo	Female	1	E						
Biological Fath	Harold	Acevedo	Male	1			7				

Online Registration, Parent/Guardian Relationships Screen



• 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%					2018-20
arent/Guardi	an Re	lations	hips: J	ane	Aceve	do				
Instructions										
Indicate the relationsh	nip each <mark>F</mark>	Parent/Guar	rdian has w	ith the st	udent:					
Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Biological Motr - OR - No Relationship	Jean	Acevedo	Female							
Biological Fath	Harold	Acevedo	Male	V		1				

Online Registration, Parent/Guardian Relationships Screen



- 6. Select **Transportation**, if necessary. You can select **Student Bus Transportation Needed** or skip this module 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.

Transportation: Bil	ly Abbott	Home Statu	s My Account	ParentVUE
Student Bus Transport	ation Needed			
Pick-up Responsible Person				
Phone	(480) 555 - 1234			
Pick-up address same	as home address			
1955 S Val Vista Dr Mesa, AZ 85204				
rop-off Responsible Pers <mark>on</mark>	Phillip Aaron			
Phone	(480) 555 5555			
☑ Drop-off address same	e as home address			
1955 S Val Vista Dr Mesa, AZ 85204				
Requirement	A/C			
	Ramp			
	Seat Beits			

Online Registration, Transportation Screen



7. Select Documents. Online Registration lists all of the document options you can upload here, grouped by Family and Students.

> 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.

DOCUMENTS	
Family	
Primary Home Address Verification:	
I will deliver a hard copy to the school instead of uploading it.	
Document Type	Rental Agreement
Document	PROOF OF RESIDENCY 1.docx
Primary Home Address Verification:	
□ I will deliver a hard copy to the school instead of uploading it.	
Document Type	Utility Statement
Document	GUtility Bill.docx

Online Registration, Documents Screen

- 8. Select Review/Submit.
 - 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.

eview allows you to confirm	n all data entered	a during the re	gistration	process to ensure a	ccuracy. When complete, press Submit below:	
Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comment
📀 Ready To Submit		lan 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.	

Online Registration, Review/Submit Screen



Click Previous at the bottom of the Review screen when finished reviewing.



Online Registration, Review Screen

• Click Submit.

REVIEW/SUBMIT						2018-2019
ľ., Review						
Review allows you to confirm	all data entered	I during the re	gistration	process to ensure ac	curacy. When complete, press Submit below:	
Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit J	NIA	lan Aaron	05	Adams Elementary	39 changes made_Please click Review for more info).
Reiiildy To Submit J	NIA	Billy Abbott	12	Hope High School	40 changes mEidc. Plcusc click Review for more info).
				<< Previous		

Online Registration, Review/Submit Screen



Checking Application Status

After submitting the completed registration, your school district reviews your application information. Log in to ParentVUE and click the **Status** tab or click the **Status** button in Online Registration to view the status of the application.

20° Re	18-2019 gistrati ₅	Than review	k you for (v the regis tatus of y	completing and submitting your r stration and update the status du our registration(s) that are in pro	egistration online. Our site staff will iring the review process. gress can be found on the status p
		Online	e Regi	istration, Home Scre	en
					Home Status My Account Pare
nline Re	egistrat	ion			
18-2019					
Review Subr	nitted: 6/26/20	018 8:04 AM			
Review Subr	nitted: 6/26/20 Last Name	018 8:04 AM First Name	Grade	School Name	Comments
Review Subr Status	nitted: 6/26/20 Last Name Aaron	018 8:04 AM First Name Ian	Grade 05	School Name	Comments

Online Registration Screen, Status Tab

You can only review the registration data on the Status screen after submission. 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.