

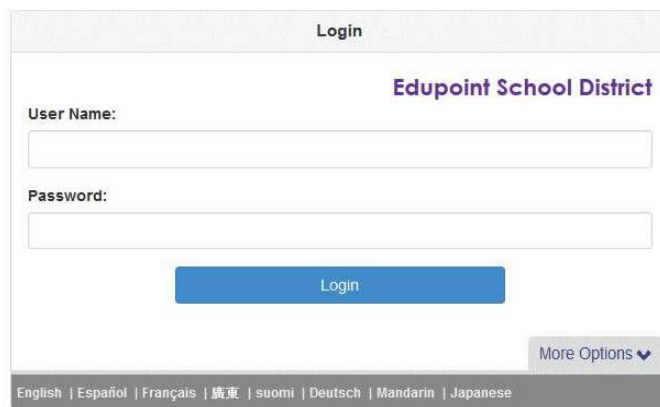
Log in to ParentVUE Account

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.

Online Registration Account Access



Online Registration Account Access Screen

Registering Students

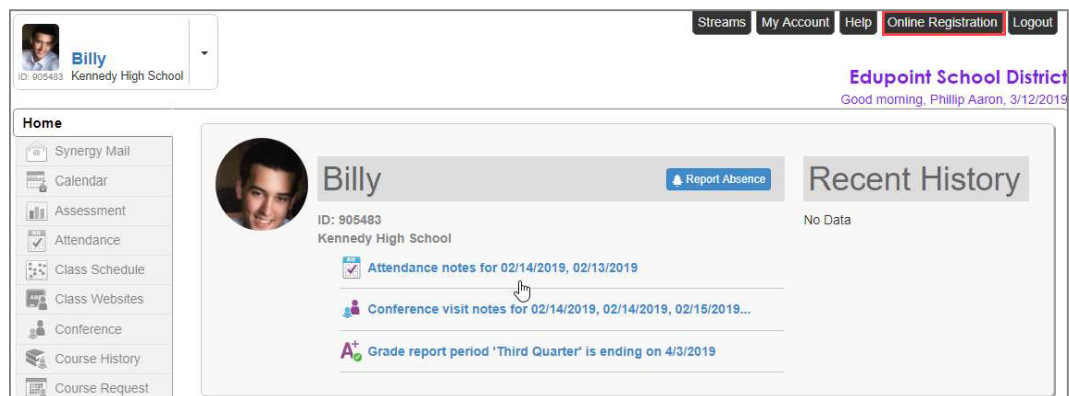
You have the option to register for the current school year or the next school year depending on the time of the year.

1. Log in to OLR in one of the following ways:

- Select the **Registration** tab or the **Online Registration** tab in ParentVUE.

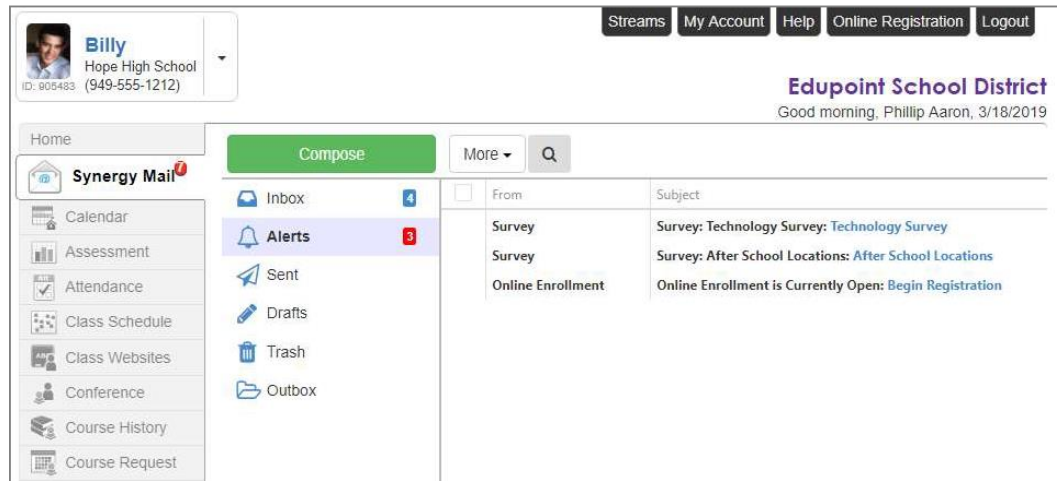


ParentVUE 1.0 Screen, Registration Tab



ParentVUE 2.0 Screen, Online Registration Tab

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

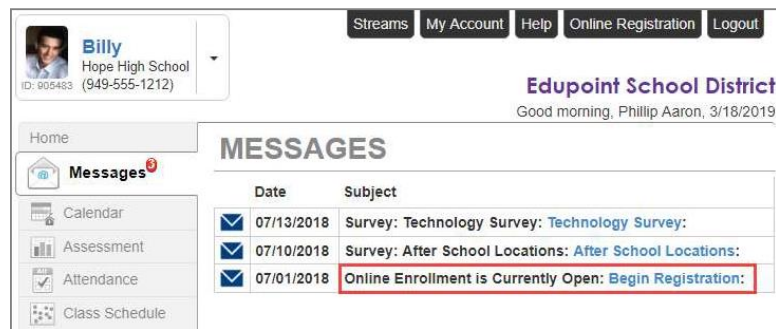


ParentVUE 2.0, Synergy Mail Alerts Screen

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

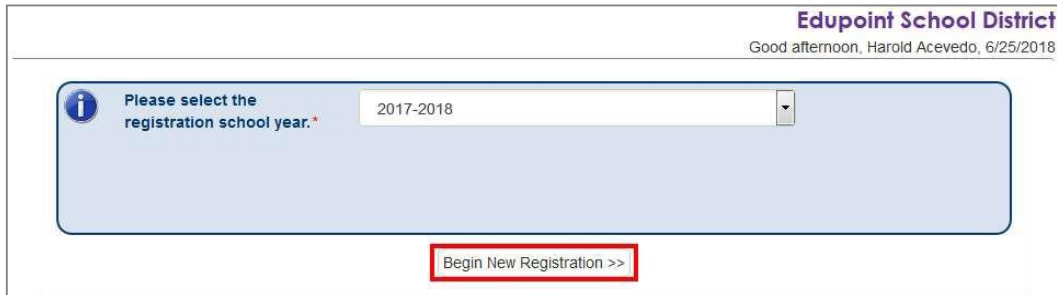


ParentVUE 1.0, Messages Screen



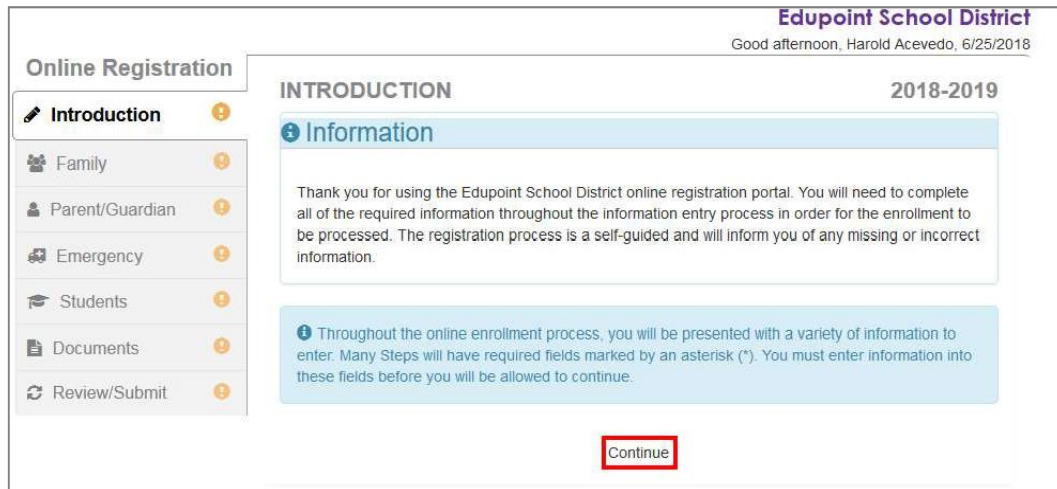
ParentVUE 2.0, Messages Screen

2. Click **Begin New Registration**.



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.



Online Registration, Introduction Screen

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.



Online Registration, Progress Bar


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

Online Registration

- Introduction 
- Family 
- Parent/Guardian 
- Emergency 
- Students 
- Documents 
- Review/Submit 

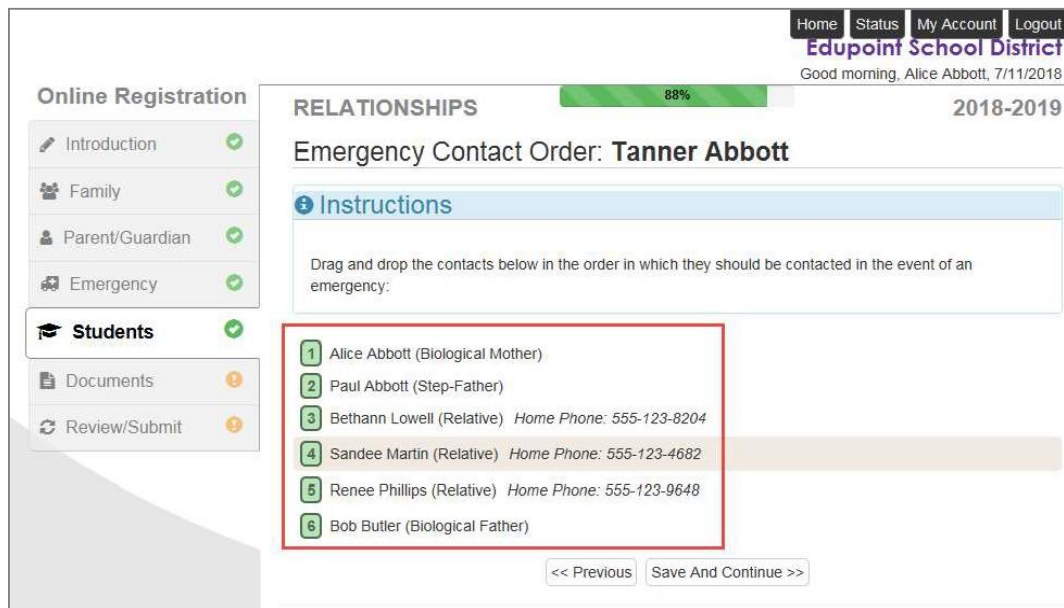
Online Registration, Navigation Menu

- Online Registration saves the entered information if you stop the enrollment process and log out. You can click **Resume Registration or Start Over**.



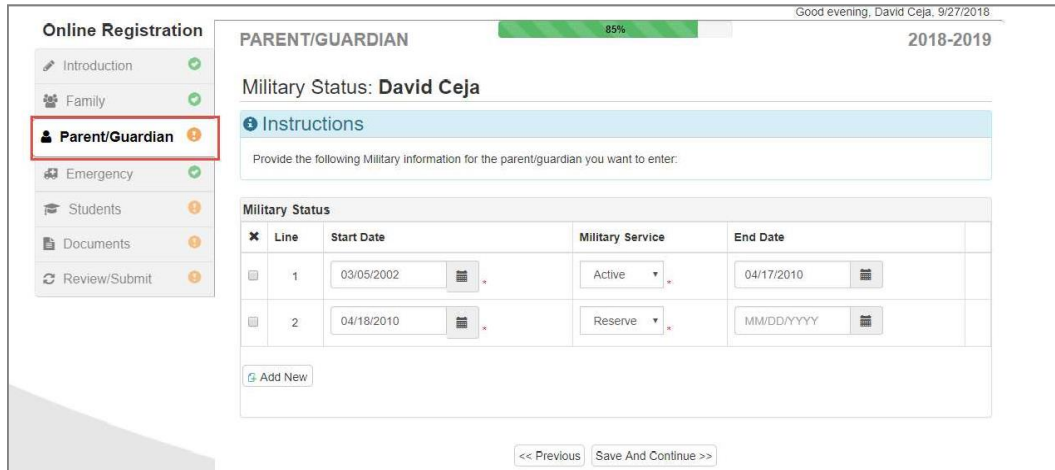
Online Registration, Introduction Screen

- 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.



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 Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

PARENT/GUARDIAN 85% 2018-2019

Military Status: David Ceja

Instructions

Provide the following Military information for the parent/guardian you want to enter:

Military Status

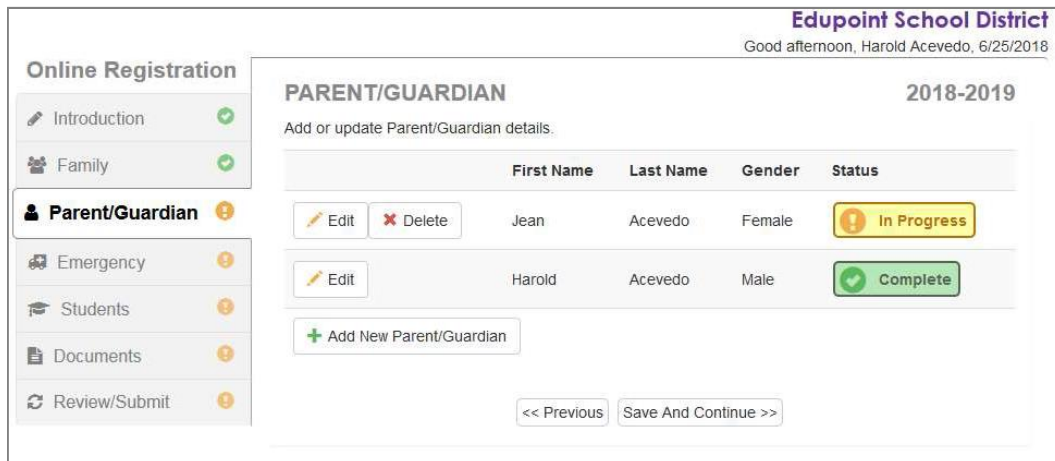
Line	Start Date	Military Service	End Date
1	03/05/2002	Active	04/17/2010
2	04/18/2010	Reserve	MM/DD/YYYY

Add New

<< Previous Save And Continue >>

Online Registration, Parent Guardian Screen

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



Online Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

PARENT/GUARDIAN 2018-2019

Add or update Parent/Guardian details.

First Name	Last Name	Gender	Status
Jean	Acevedo	Female	In Progress
Harold	Acevedo	Male	Complete

Edit Delete Edit

Add New Parent/Guardian

<< Previous Save And Continue >>

Online Registration, Parent/Guardian Screen

Select **No further information is known for this Parent/Guardian** when adding new parents/guardians to only enter the **First Name** and **Last Name**.



PARENT/GUARDIAN

20%

2018-2019

Demographics: New Parent

Instructions

Provide the following information for the parent/guardian you want to enter:

First Name *

Middle Name

Last Name *

Gender

Education Level

Preferred language for written materials

☒ **No further information is known for this Parent/Guardian.**

Online Registration, Parent/Guardian Screen

- 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.

STUDENTS

2018-2019

Please add or update student details for each student you want to enroll:

Students to enroll in 2018-2019

	First Name	Last Name	Gender	Grade	Status
<div>Edit</div> <div>Exclude</div> <div>Delete</div>	Andrew	Acevedo	Male	12	<div>In Progress</div>

+ Add New Student

View-only access to students that will not be enrolled in this application:

Students to exclude from 2018-2019

	First Name	Last Name	Gender	Grade	Reason
<div>View</div> <div>Include</div>	Jill	Acevedo	Female	04	You have excluded this student from the application on 6/25/2018 4:06:26 PM

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 re-enrollment 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:

☒ **Check here if your address has changed.**

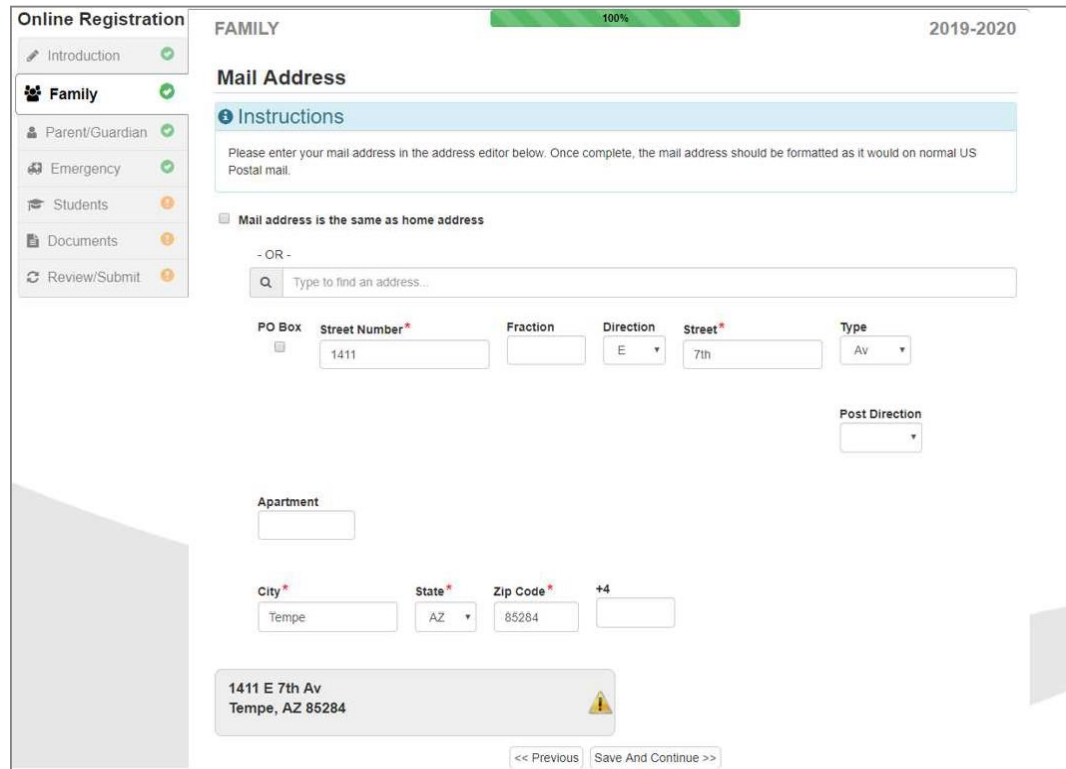
Address as entered from above:

4263 E Princess St
Mesa, AZ 85606

<< Previous Save And Continue >>

Online Registration, Family Screen

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



Online Registration

FAMILY 100% 2019-2020

Mail Address

Instructions

Please enter your mail address in the address editor below. Once complete, the mail address should be formatted as it would on normal US Postal mail.

☐ Mail address is the same as home address

- OR -

Q Type to find an address...

PO Box ☐ Street Number* 1411 Fraction Direction E Street* 7th Type Av

Post Direction

Apartment

City* Tempe State* AZ Zip Code* 85284 +4

1411 E 7th Av
Tempe, AZ 85284

<< Previous Save And Continue >>

Online Registration, Family Screen

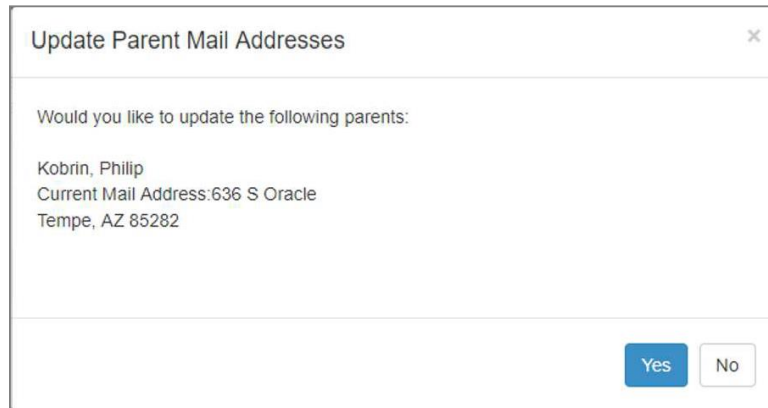
c. Click **Save and Continue** to open the Update Parent Mail Addresses window.

- 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.



Clicking **Yes** updates the student's **Mail Address** to be that of the parent or guardian selected to be the student's **Primary Address** on the OLR Student Demographics screen.

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



Update Parent Mail Addresses

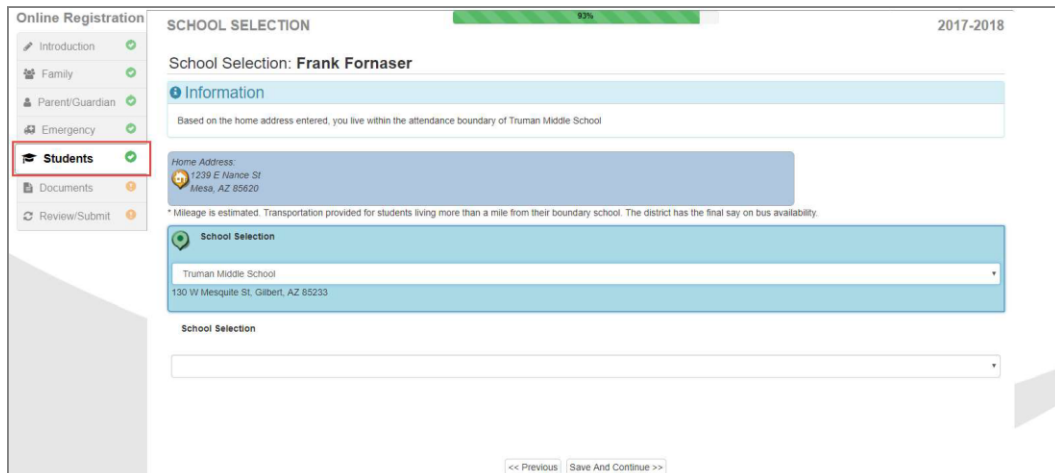
Would you like to update the following parents:

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 Registration

SCHOOL SELECTION 97% 2017-2018

Introduction Family Parent/Guardian Emergency **Students** Documents Review/Submit

School Selection: Frank Fornaser

Information

Based on the home address entered, you live within the attendance boundary of Truman Middle School

Home Address
 1239 E Hance St
 Mesa, AZ 85620

* 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.

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
Biological Motr											
- OR -	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"/>
<input type="checkbox"/> No Relationship											
Biological Fath	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, 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.

2018-2019

60%

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
<div>Biological Motr</div> <div>- OR -</div> <div><input type="checkbox"/> No Relationship</div>	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"/>
<div>Biological Fath</div>	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, 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**.

[Home](#) | [Status](#) | [My Account](#) | [ParentVUE](#) | [Log Out](#)

Transportation: **Billy Abbott**

☒ **Student Bus Transportation Needed**

Pick-up

Responsible Person

Phone () -

☒ **Pick-up address same as home address**

1955 S Val Vista Dr
Mesa, AZ 85204

Drop-off

Responsible Person

Phone () -

☒ **Drop-off address same as home address**

1955 S Val Vista Dr
Mesa, AZ 85204

Special Transportation Requirement

<input type="checkbox"/> A/C
<input type="checkbox"/> Ramp
<input type="checkbox"/> Seat Belts

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: Utility 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**.

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

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

Edit Discipline History

Student has no disciplinary history

[<<Previous](#)

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:

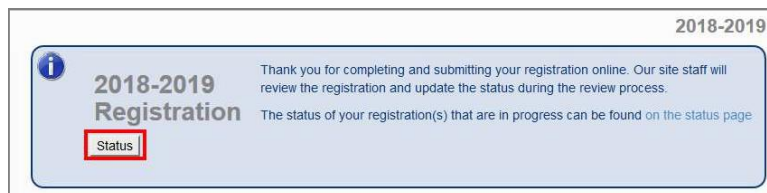
Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	NIA	Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit	NIA	Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

[<< Previous](#)

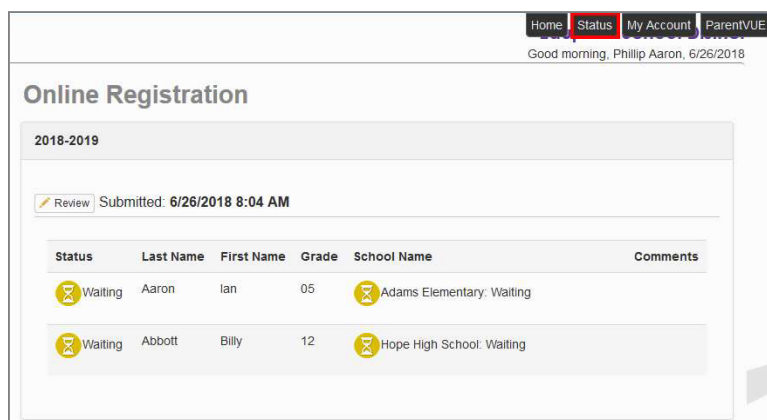
Online Registration, Review/Submit Screen

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.



Online Registration, Home Screen



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.