

## Log in to ParentVUE Account



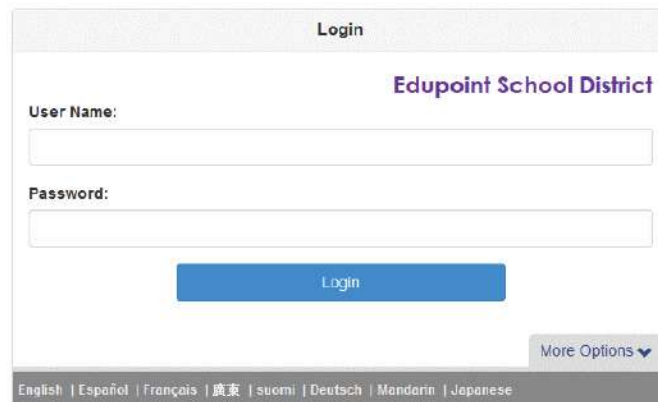
Contact your school for your activation key if you are already an existing parent in the district.

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*

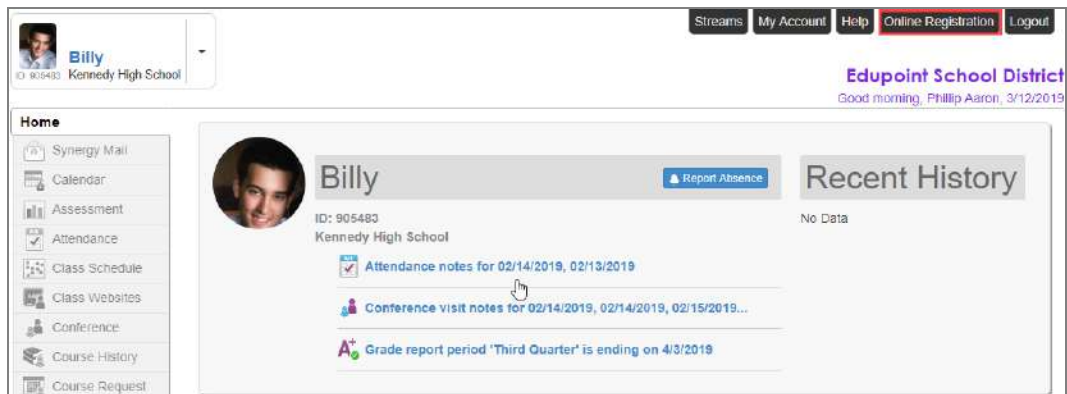
## Registering Students

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.

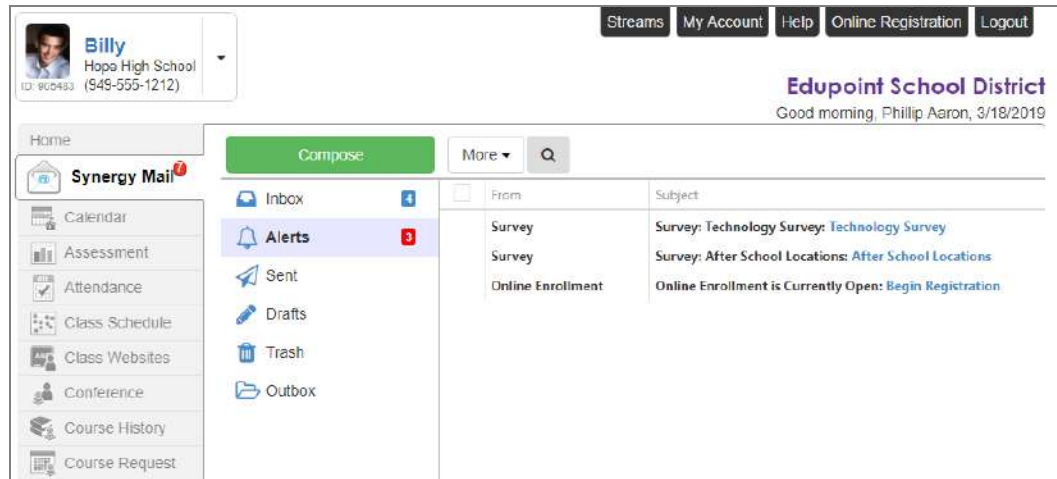


ParentVUE 1.0 Screen, Registration Tab



ParentVUE 2.0 Screen, Online Registration Tab

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

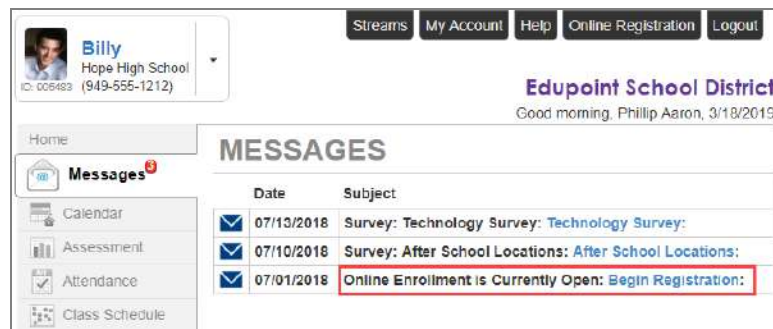


ParentVUE 2.0, Synergy Mail Alerts Screen

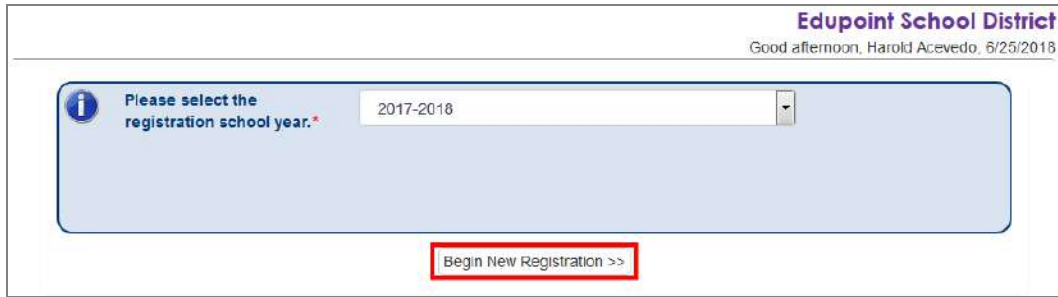
- Click the *Begin Registration* link in the open enrollment message on the Messages screen if you do not have Synergy Mail.



ParentVUE 1.0, Messages Screen



ParentVUE 2.0, Messages Screen

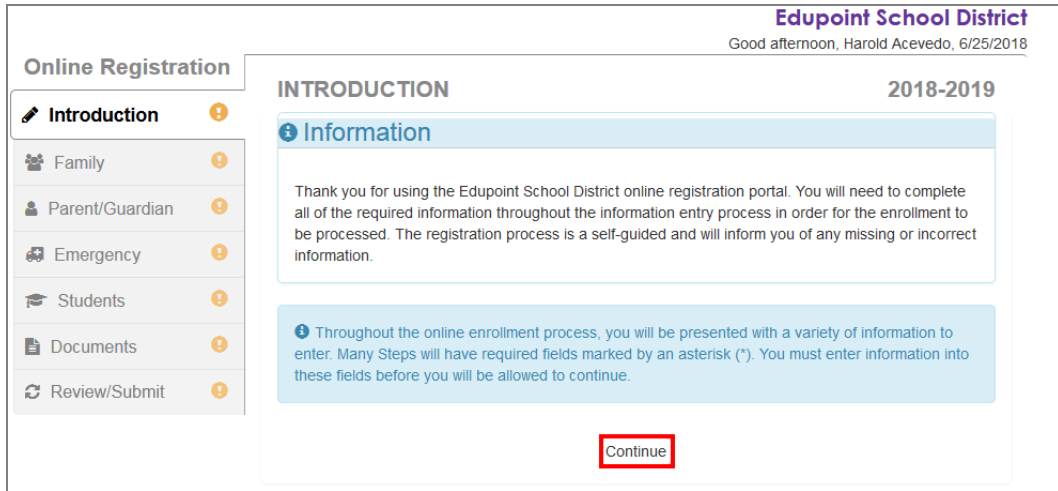
2. Click **Begin New Registration**.

Edupoint School District  
Good afternoon, Harold Acevedo, 6/25/2018

Please select the registration school year.\* 2017-2018

Begin New Registration >>

Online Registration, Home Screen

3. Click **Continue**.

Edupoint School District  
Good afternoon, Harold Acevedo, 6/25/2018

Online Registration

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

INTRODUCTION 2018-2019

Information

Thank you for using the Edupoint School District online registration portal. You will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed. The registration process is a self-guided and will inform you of any missing or incorrect information.

Throughout the online enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue.

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:

By typing your name below and pressing the button at the base 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 Acevedo

Save And Continue >>

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

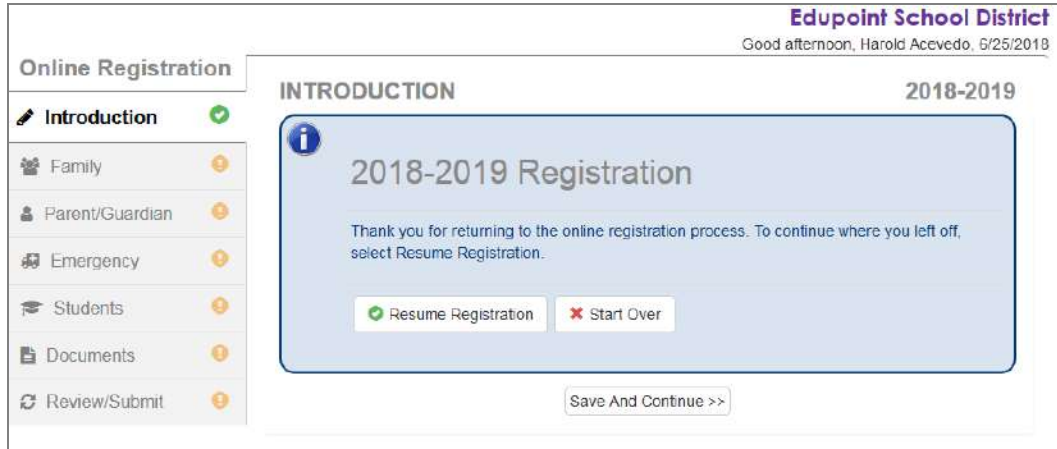
- Completed sections have a green check mark in the Navigation Menu. Incomplete sections have a yellow exclamation mark.

### Online Registration

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

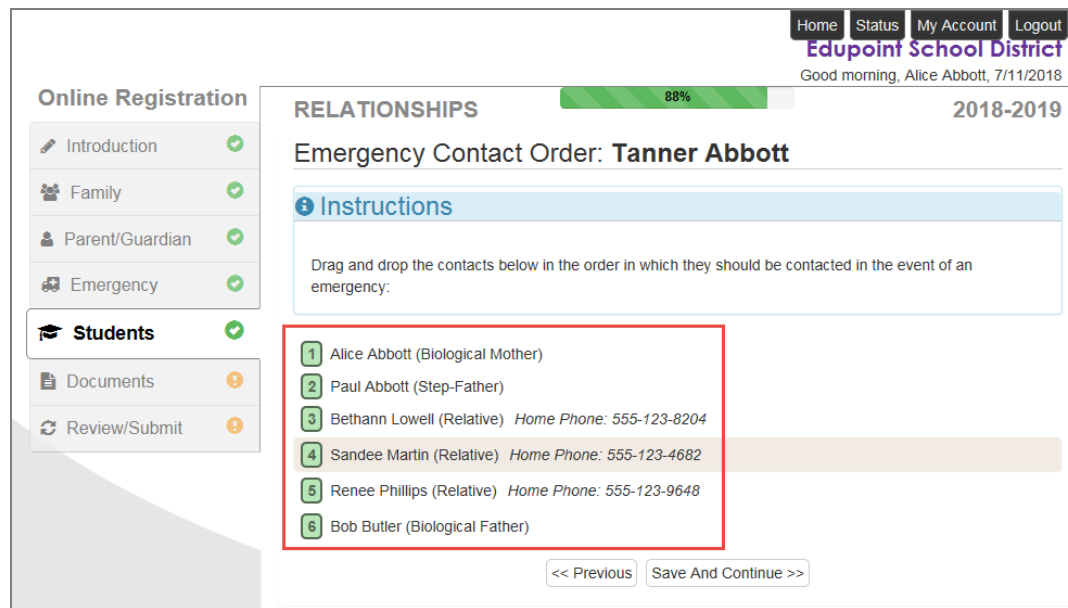
Online Registration, Navigation Menu

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



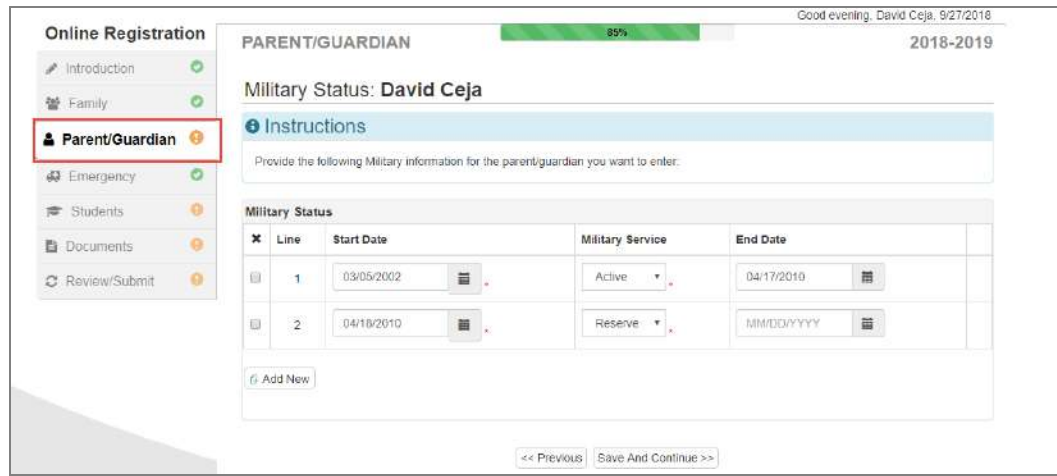
Online Registration, Introduction Screen

- 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

PARENT/GUARDIAN 85% 2018-2019

Military Status: David Ceja

Instructions

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

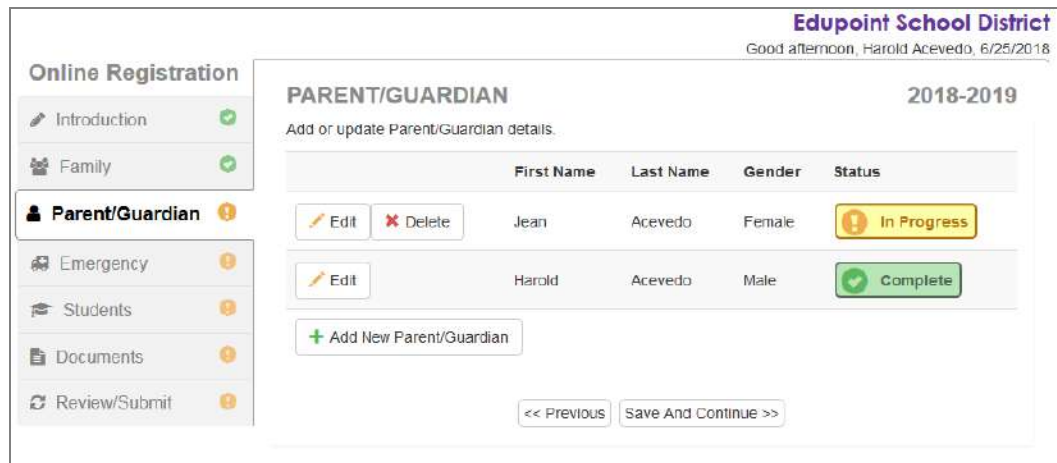
| Line | Start Date | Military Service | End Date   |
|------|------------|------------------|------------|
| 1    | 03/05/2002 | Active           | 04/17/2010 |
| 2    | 04/18/2010 | Reserve          | MM/DD/YYYY |

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

PARENT/GUARDIAN 100% 2018-2019

Add or update Parent/Guardian details.

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

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.**

<< Previous Save And Continue >>

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\*  Fraction  Direction  Street\*  Type

Post Direction

Apartment

City\*  State\*  Zip Code\*  +4

1411 E 7th Av  
Tempe, AZ 85284

<< Previous Save And Continue >>

Online Registration, Family Screen

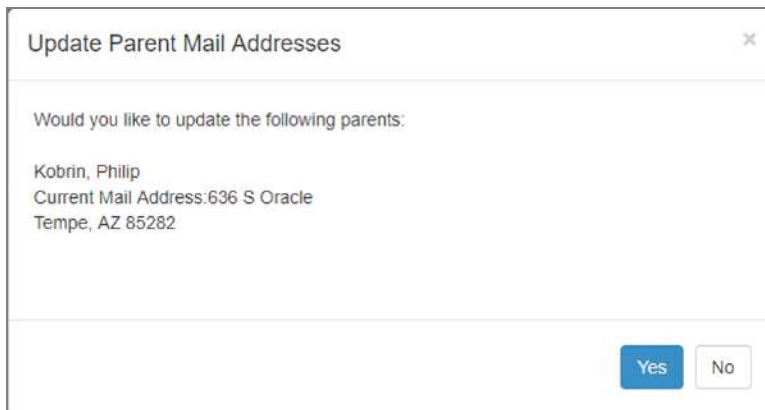
- c. Click **Save and Continue** to open the Update Parent Mail Addresses window.

- 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

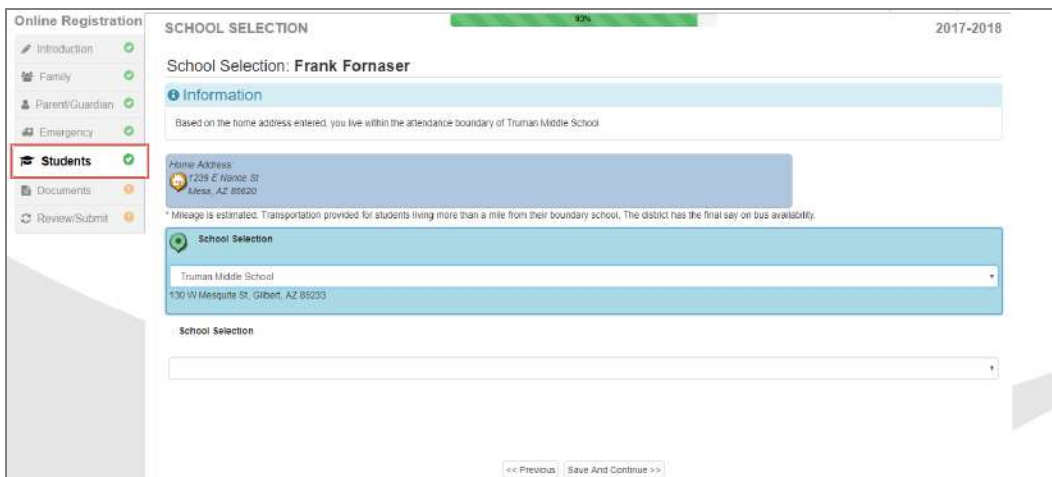
Would you like to update the following parents:

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 10% 2017-2018

School Selection: Frank Fornaser

Information

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

Home Address

1209 E Nance St.  
Mesa, AZ 85202

\* 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                          |            |           |        | <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 -                                   | 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

**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 style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Biological Motr</div> |            |           |        |                                     |                          |                                     |                                     |                          |                          |                          |
| - OR -                                                                                          | 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"/> No Relationship                                                        |            |           |        |                                     |                          |                                     |                                     |                          |                          |                          |
| <div style="border: 1px solid #ccc; 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 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**

☐ **A/C**  
☐ **Ramp**  
☐ **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

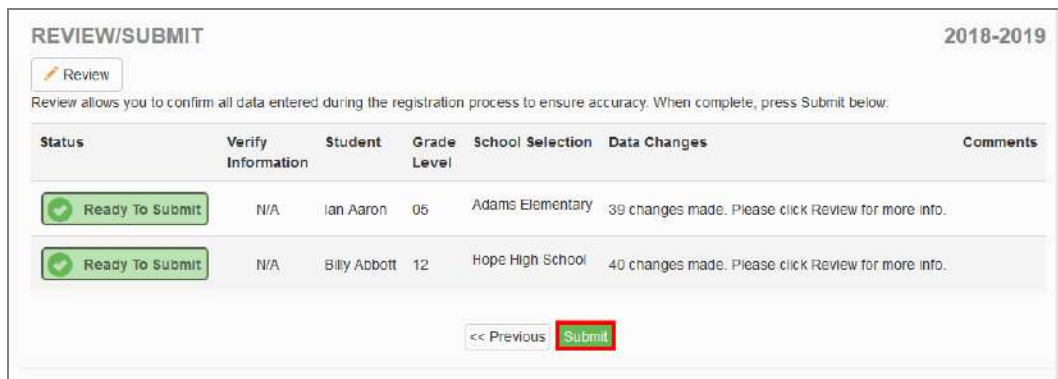
Online Registration, Review/Submit Screen

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



Online Registration, Review Screen

- Click **Submit**.



| 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. |          |

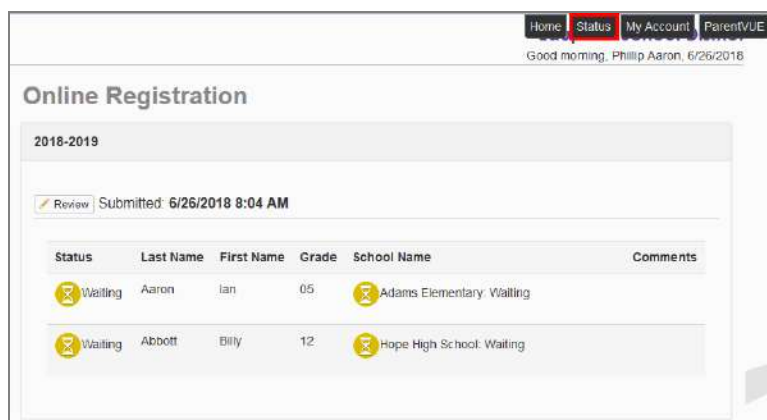
Online Registration, Review/Submit Screen

## 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.