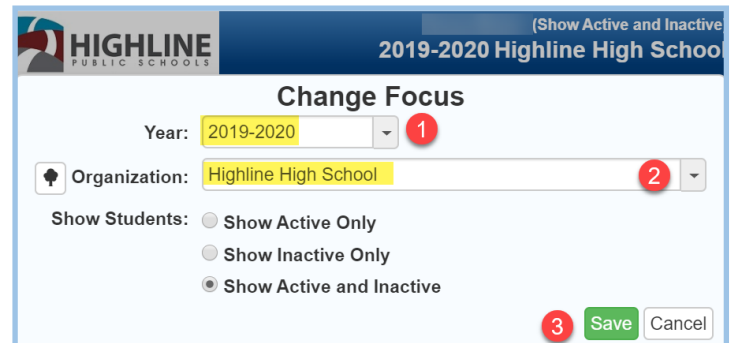


# Activation Keys, ParentVUE and StudentVUE

This is a quick guide on how to look up ParentVUE and StudentVUE activation keys as well as how to email ParentVUE activation keys.

## StudentVUE Activation Key

- 1) Change your focus **to the current year**
- 2) **Select the school the student attends.**
- 3) **Save.**

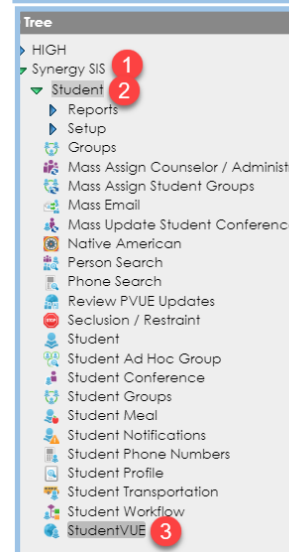
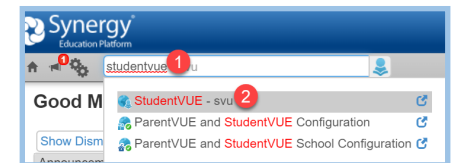


From the **Pad Tree** Navigate to

- 1) **Synergy SIS.**
- 2) **Student.**
- 3) Then **StudentVUE.**

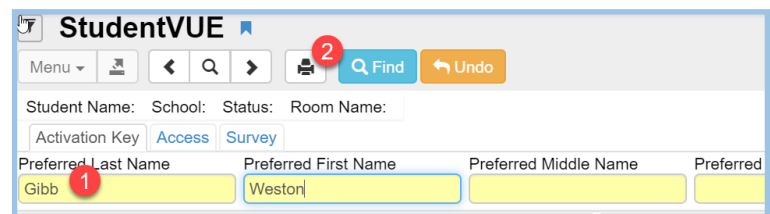
Or

- 1) Type **StudentVUE** into your quick launch.
- 2) Select the **StudentVUE** screen.

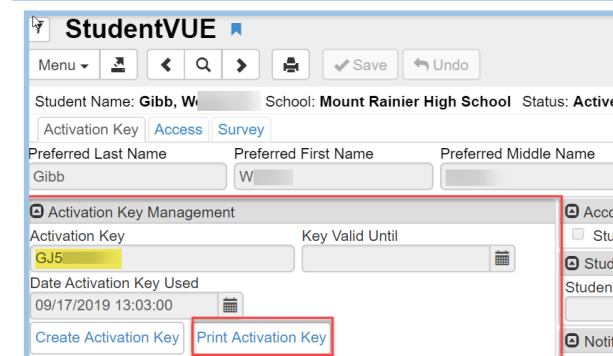



Once on the **StudentVUE** screen look up the student by

- 1) Entering in their **First Name, Last Name** or **Student ID** into the search fields.
- 2) Click on the blue **Find** button to search for the student.



The system will pull the student's information up onto the screen. Here you can provide the student with their activation key information as well as choose to print out a copy of the activation key.



Be sure to confirm the students identity prior to providing their activation key.

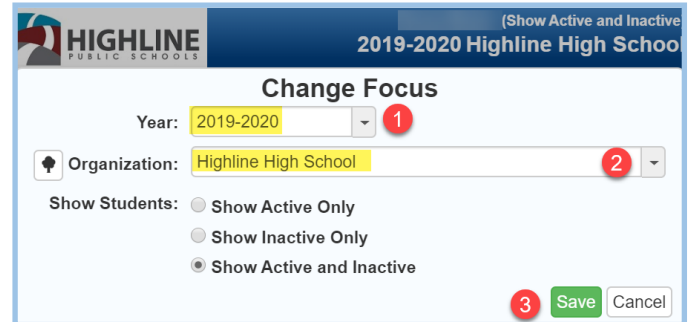
For additional support, please contact the **IMS Help Desk** at (206) 631-3333 or email [imshelp@highlineschools.org](mailto:imshelp@highlineschools.org).

# Activation Keys, ParentVUE and StudentVUE

This is a quick guide on how to look up ParentVUE and StudentVUE activation keys as well as how to email ParentVUE activation keys.

## ParentVUE Activation Key

- 1) Change your focus **to the current year.**
- 2) **Select the school the student attends.**
- 3) **Save.**

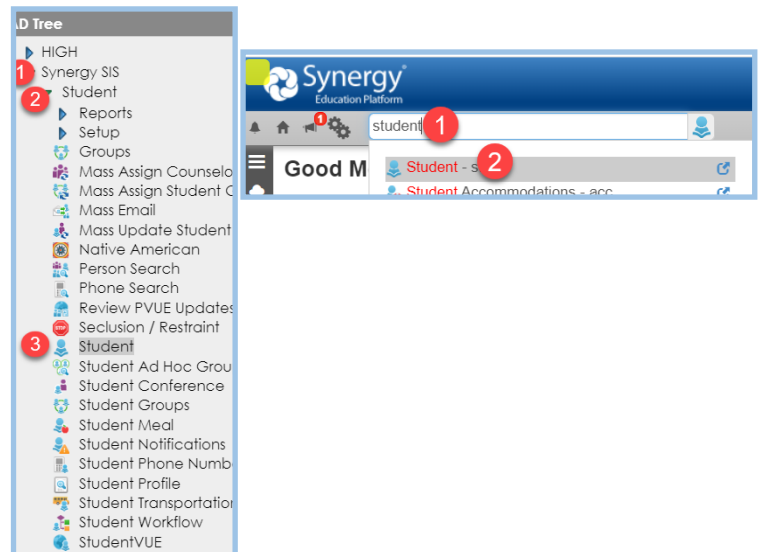


From the **Pad Tree** Navigate to

- 1) **Synergy SIS.**
- 2) **Student.**
- 3) Then **Student.**

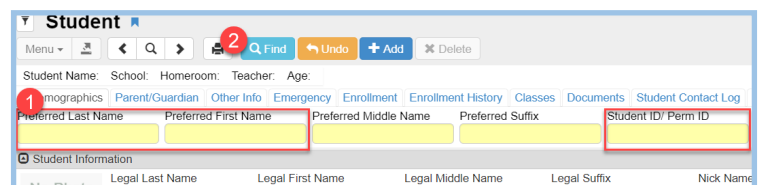
Or

- 1) Type **Student** into your quick launch.
- 2) Select the **Student** screen.



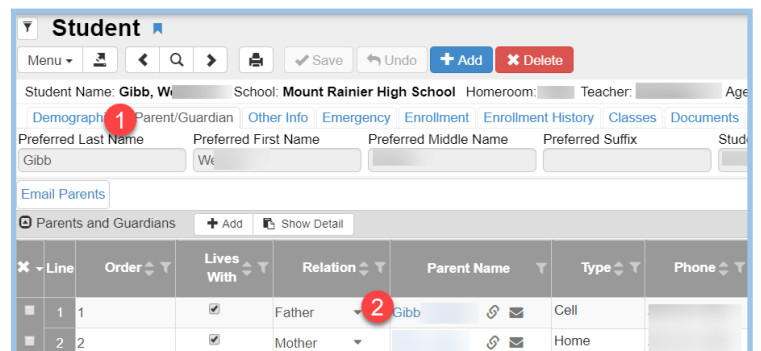
Once on the **Student** screen look up the student by

- 1) Entering in their First Name, Last Name or Student ID into the search fields
- 2) Click on the blue Find button to search for the student



The system will pull the student's information up onto the screen.

- 1) Select the **Parent/Guardian** tab.
- 2) Click on the blue hyperlink of the parent you want to provide an Activation Key for.



Line	Order	Lives With	Relation	Parent Name	Type	Phone
1	1	<input checked="" type="checkbox"/>	Father	Gibb	Cell	
2	2	<input checked="" type="checkbox"/>	Mother		Home	

For additional support, please contact the **IMS Help Desk** at (206) 631-3333 or email [imshep@highlineschools.org](mailto:imshep@highlineschools.org).

# Activation Keys, ParentVUE and StudentVUE

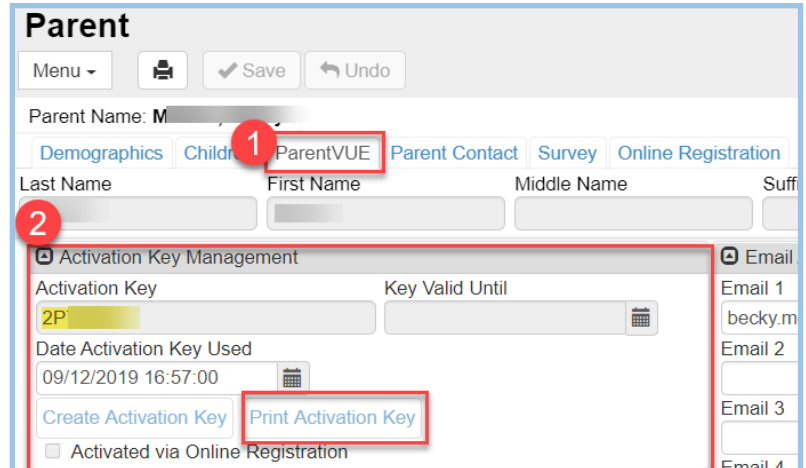
This is a quick guide on how to look up ParentVUE and StudentVUE activation keys as well as how to email ParentVUE activation keys.

## ParentVUE Activation Key

This will pop open a new screen with the parents information.

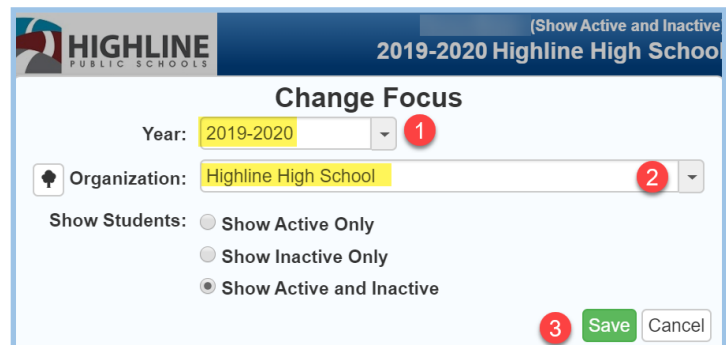
- 1) Click on the **ParentVUE** tab.
- 2) In the Activation Key Management section you can provide the parent with their activation key as well as print out a copy of the activation key.

Be sure to confirm the parents identity prior to providing them an activation key



## Email ParentVUE Activation Key

- 1) Change your focus **to the current year**
- 2) **Select the school the student attends.**
- 3) **Save.**

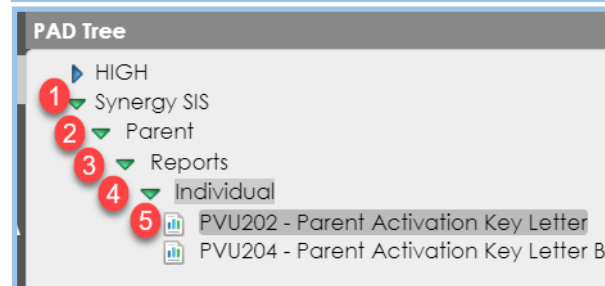
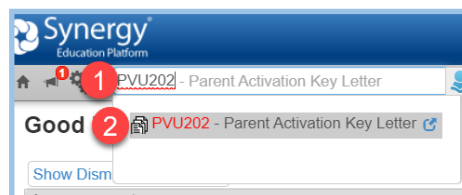


From the **Pad Tree** Navigate to

- 1) **Synergy SIS.**
- 2) **Parent.**
- 3) **Reports.**
- 4) **Individual**
- 5) Then select **PVU202**

Or

- 1) Type **PVU202** into your quick launch.
- 2) Select the **PVU202** screen.

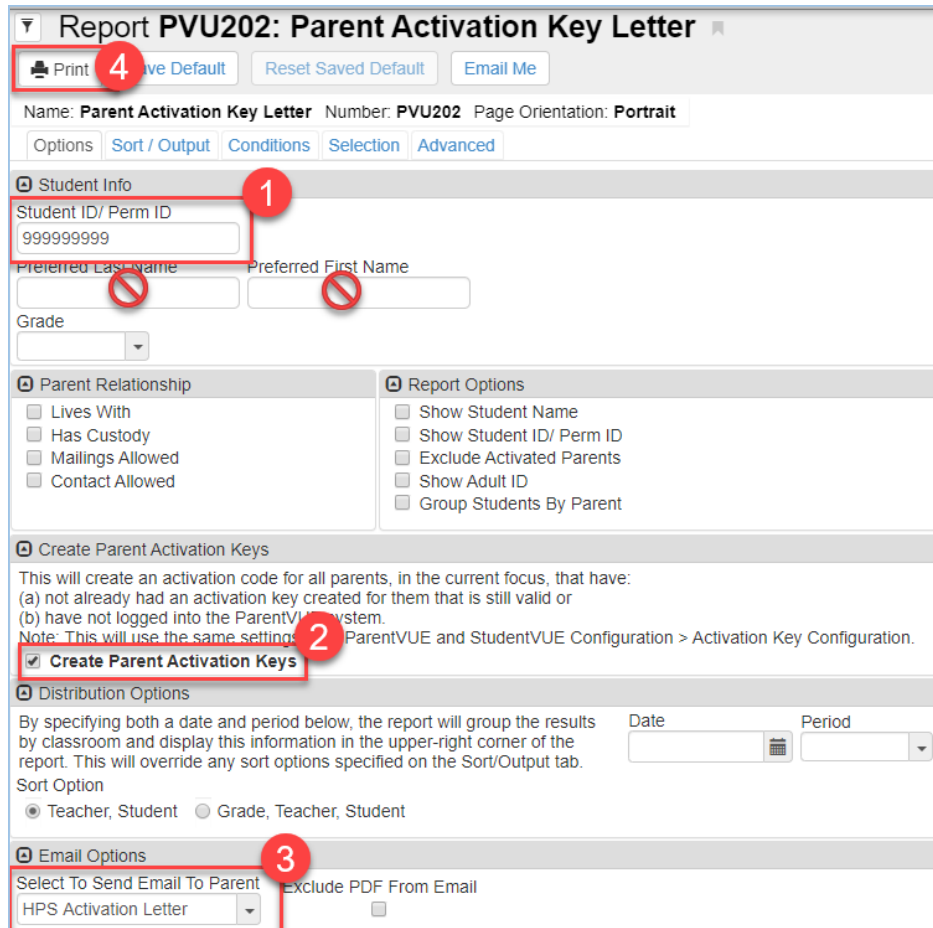
# Activation Keys, ParentVUE and StudentVUE

This is a quick guide on how to look up ParentVUE and StudentVUE activation keys as well as how to email ParentVUE activation keys.

## Email ParentVUE Activation Key

- 1) Type in the **students' ID** *Note the Preferred Last Name and Preferred First Name DOES NOT SEARCH the individual student. Only the student ID field does.*
- 2) Check **Create Parent Activation Keys**
- 3) Under **Email Options** select **HPS Activation Letter**

Be sure to confirm the parents identity prior to providing them an activation key



**Report PVU202: Parent Activation Key Letter**

Print 4 Save Default Reset Saved Default Email Me

Name: **Parent Activation Key Letter** Number: **PVU202** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info** 1

Student ID/ Perm ID  
999999999

Preferred Last Name Preferred First Name

Grade

**Parent Relationship**

☐ Lives With  
☐ Has Custody  
☐ Mailings Allowed  
☐ Contact Allowed

**Report Options**

☐ Show Student Name  
☐ Show Student ID/ Perm ID  
☐ Exclude Activated Parents  
☐ Show Adult ID  
☐ Group Students By Parent

**Create Parent Activation Keys** 2

This will create an activation code for all parents, in the current focus, that have:  
 (a) not already had an activation key created for them that is still valid or  
 (b) have not logged into the ParentVUE system.  
 Note: This will use the same settings as ParentVUE and StudentVUE Configuration > Activation Key Configuration.

☒ **Create Parent Activation Keys**

**Distribution Options**

By specifying both a date and period below, the report will group the results by classroom and display this information in the upper-right corner of the report. This will override any sort options specified on the Sort/Output tab.

Date Period

Sort Option  
☒ Teacher, Student ☐ Grade, Teacher, Student

**Email Options** 3

Select To Send Email To Parent Exclude PDF From Email

HPS Activation Letter

Once the email is in the Job Q, it will send during our nightly bulk email send. This method will not send an email in real time.

Also note that the district will send the activation key emails to all parents. We will send multiple rounds of activation key emails to parents who have not activated.