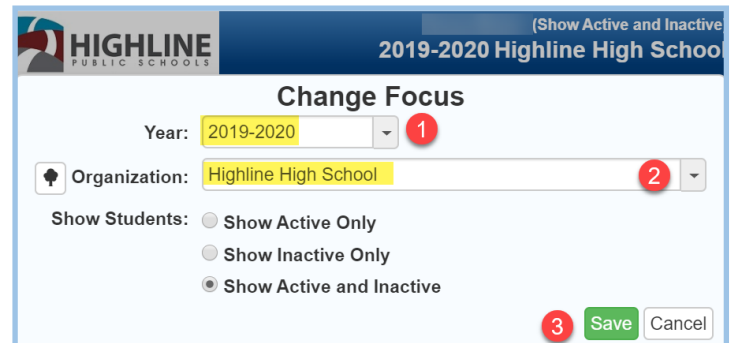# Activation Keys, ParentVUE and StudentVUE

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**
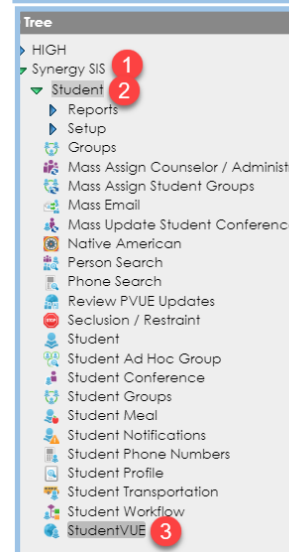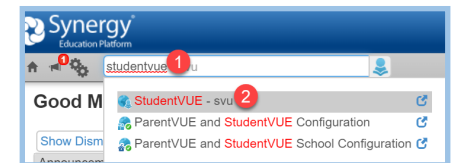2) **Select the school the student attends.**
3) **Save.**

From the **Pad Tree** Navigate to
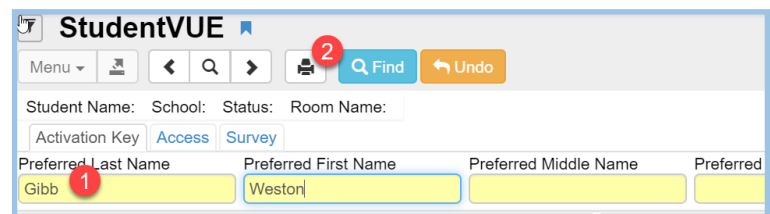1) **Synergy SIS.**
2) **Student.**
3) Then **StudentVUE.**

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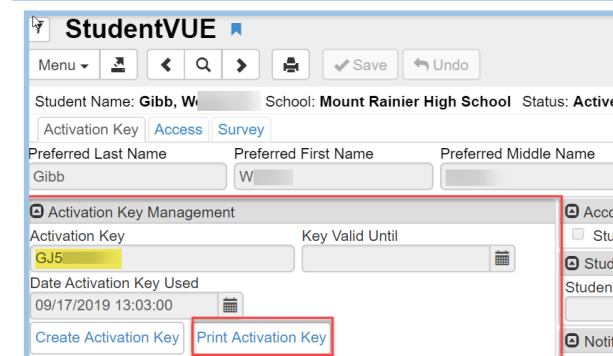1) Type **StudentVUE** into your quick launch.
2) Select the **StudentVUE** screen.

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.

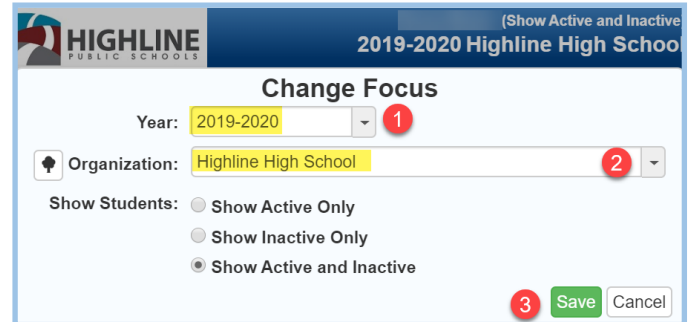Be sure to confirm the students identity prior to providing their activation key.

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

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.**
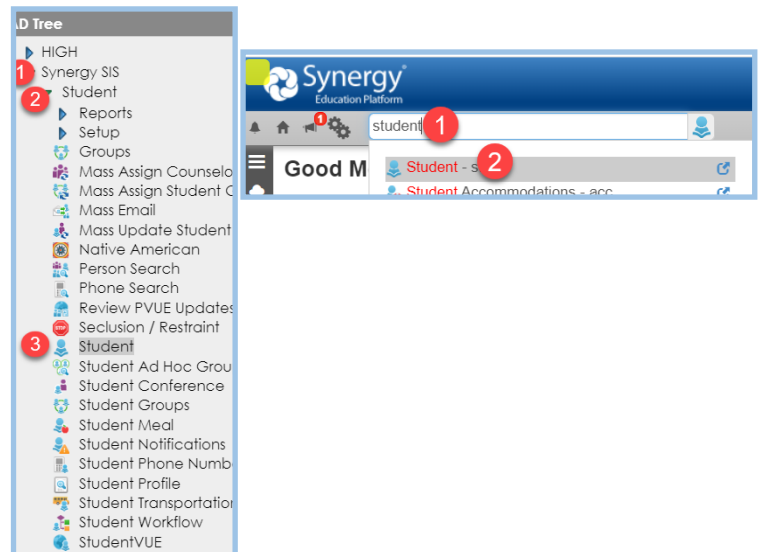2) **Select the school the student attends.**
3) **Save.**

From the **Pad Tree** Navigate to
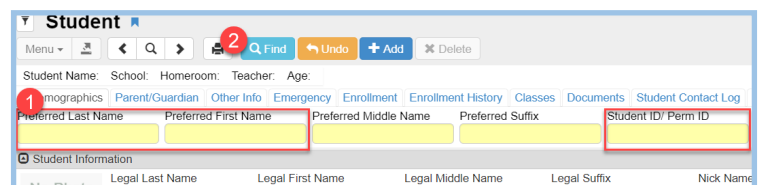1) **Synergy SIS.**
2) **Student.**
3) Then **Student.**

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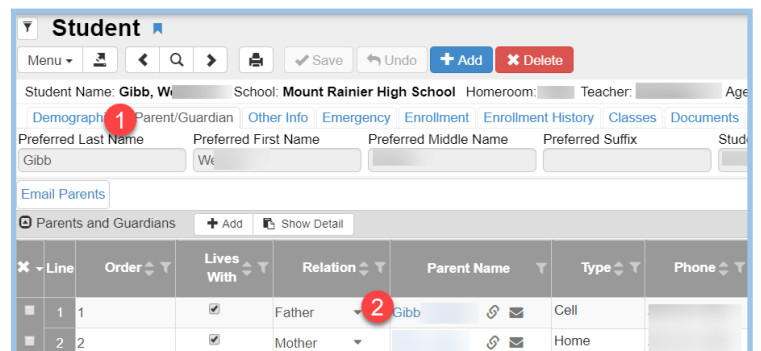1) Type **Student** into your quick launch.
2) Select the **Student** screen.

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.

For additional support, please contact the **IMS Help Desk** at (206) 631-3333 or email imshelp@highlineschools.org.
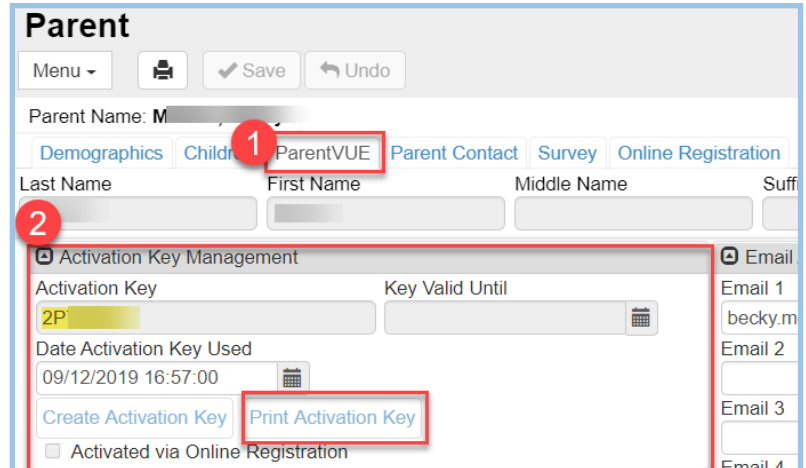
Activation Keys, ParentVUE and StudentVUE

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

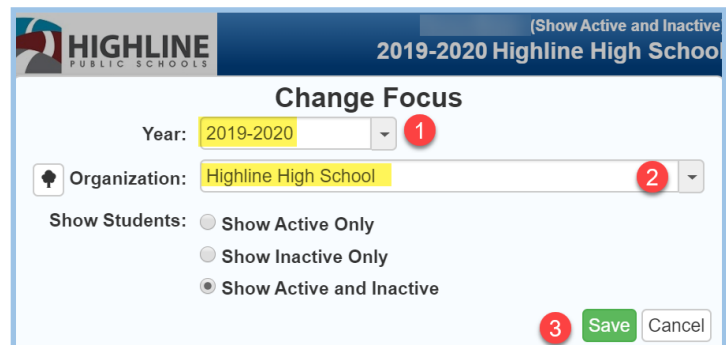This will pop open a new screen with the parents information.

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.**

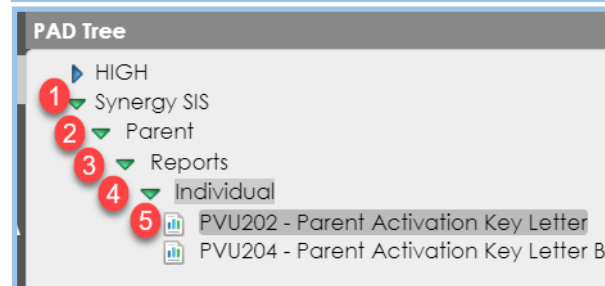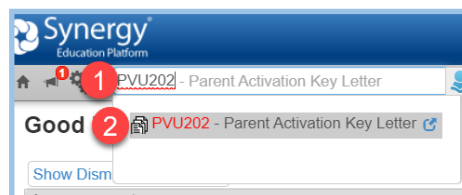From the **Pad Tree** Navigate to
1) **Synergy SIS.**
2) **Parent.**
3) **Reports.**
4) **Individual**
5) Then select **PVU202**

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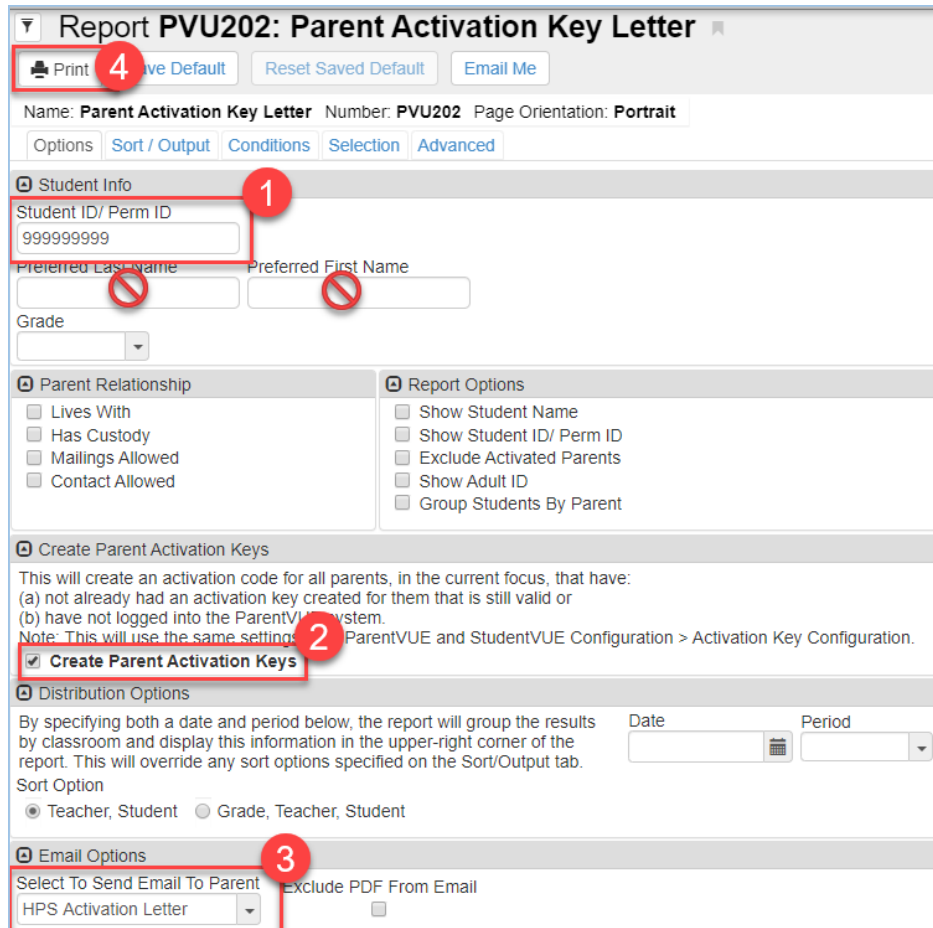1) Type **PVU202** into your quick launch.
2) Select the **PVU202** screen.

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 ACtication Keys**
3) Under **Email Options** select **HPS Activation Letter**

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

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.