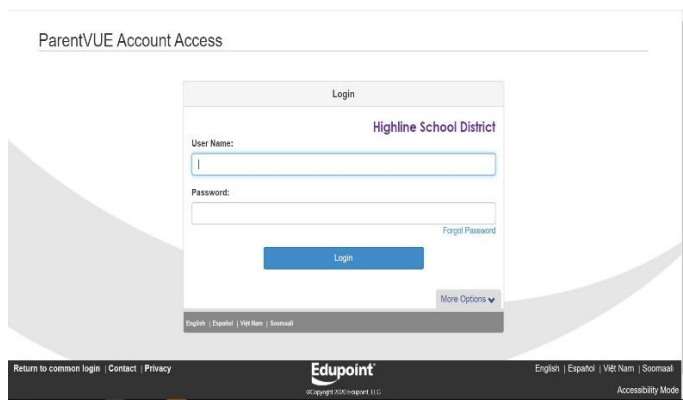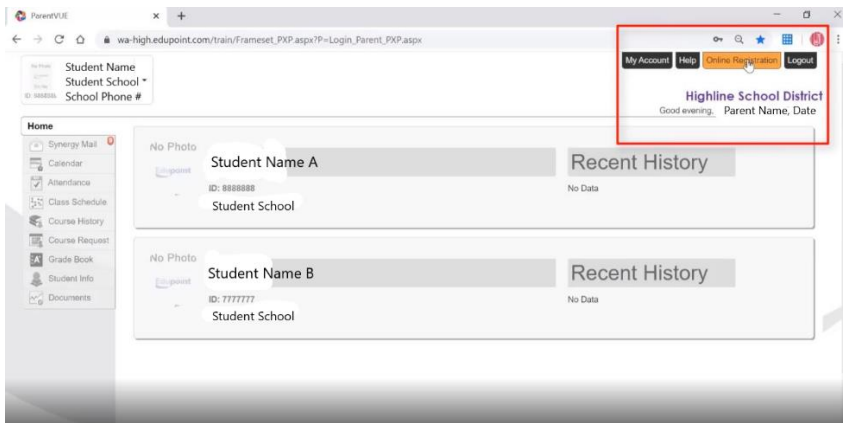# Enrollment Reverification Steps Quick Help

How to complete Online Registration:

1. On your web browser (Chrome is recommended) navigate to the [ParentVUE portal Account Access page.](#)

2. Login into an existing account or activate your account. If you are accessing your account for the first time you must first activate your account. To activate your account, please contact your neighborhood school or contact the Family Center for your <u>activation key code.</u> Once activation key code is accessed, follow the ParentVUE activation instructions [here.](#)

3. Once, you are logged in, click on the "online registration" button in the top right hand corner.

4. Follow the steps through the registration process until the final step to submit. You can save your progress and return anytime.

5. Complete the prompts to update information such as home address, phone number, emergency contact information and health information.