

1

Create Account



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

- 1. Navigate to the Online Registration Account Access screen.
- 2. Select More Options.
- 3. Click Create a New Account.

Online R	egistration Account Access
	Login
	Edupoint School District User Name:
	Password:
	Login
	More Options
	Create a New Account Forgot Password
	English Español Français 廣東 suomi Deutsch Mandarin Japanese

Online Registration, Account Access Screen





4. Complete the steps and enter your information.

Parent Accou	Int Creation
	Step 2 of 3: Create Your Account
	Please enter your first name, last name, and your email address First Name
	Last Name
	Email Address
	Confirm Email Address
	7DN9Y Type the characters you see in this picture
	Continue to Step 3

Online Registration, Parent Account Creation Screen

5. Click **Submit**. Online Registration sends a confirmation message to your email account, which contains a link that allows you to complete the account creation process.



Online Registration, Confirmation Message

- 6. Click the link in the email. The Complete Account Creation window displays.
 - a. Change your **User ID**, if necessary. The default is your email address.
 - b. Enter a **Password**.



c. Re-enter the password in Confirm Password.

Complete Acc	count Creation	
	Create Password	
	Please choose a login and enter your password to complete account creation and begin the online enrollment process.	
	Steve Adams (sadams@gmail.com) User ID:	
	Password:	
	Confirm Password:	
	If you forget your user ID or password, the login information can be email to you from the 'Forgot my password' link on the login page.	
	Save and Continue	

Online Registration, Complete Account Creation Screen

7. Click Save and Continue.



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. Click Begin New Registration on the OLR Home screen.

	This screen displays for a parent that has no students already enrolled.
	Home Status My Account Logou Edupoint School District Good afternoon, Steve Abalos, 3/15/2019
You	u will be entering information for the school year of 2019-2020
	Begin New Registration >>

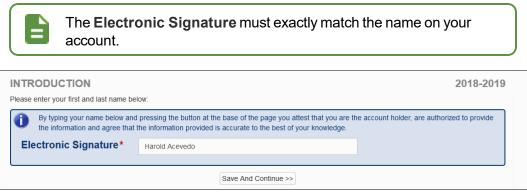
Online Registration, Home Screen

2. Click Continue.

			Edupoint School Distric	
			Good afternoon, Harold Acevedo, 6/25/201	
Online Registration		INTRODUCTION	2018-2019	
Introduction	θ		2010 2010	
		Information		
嶜 Family	θ			
Parent/Guardian	9	Thank you for using the Edupoint School District online all of the required information throughout the informatio	on entry process in order for the enrollment to	
Emergency	9	be processed. The registration process is a self-guided and will inform you of any missing or incorr information.		
🞓 Students	9			
Documents	0	O Throughout the online enrollment process, you will be enter. Many Steps will have required fields marked by a	and the second	
C Review/Submit	0	these fields before you will be allowed to continue.		
		Continue]	

Online Registration, Introduction Screen

3. Enter your **Electronic Signature** to indicate that you are the account holder.



Online Registration, Introduction Screen



- 4. 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.



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

Online Registrat	tion
Introduction	0
📽 Family	0
Parent/Guardian	9
Emergency	0
Students	θ
Documents	θ
C Review/Submit	0

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**.

	Edupoint Scho Good afternoon, Harold Aceve	
tion		
0		-2019
θ	2018-2019 Registration	
θ	Thank you for returning to the online registration process. To continue where you left of	f.
θ	select Resume Registration.	
θ	Resume Registration X Start Over	
θ		
θ	Save And Continue >>	
	© 0 0 0 0 0 0 0	Cool afternoon, Harold Aceve INTRODUCTION 2018 Image: Cool afternoon, Harold Aceve 2018

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.

	Home Status My Account Logout Edupoint School District
Online Registration	Good morning, Alice Abbott, 7/11/2018
Online Registration	RELATIONSHIPS 2018-2019
Introduction	Emergency Contact Order: Tanner Abbott
Family	Instructions
🛔 Parent/Guardian 🛛 📀	
Emergency	Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:
🗢 Students 🛛 📀	Alice Abbott (Biological Mother)
Documents ()	2 Paul Abbott (Step-Father)
2 Review/Submit 9	Bethann Lowell (Relative) Home Phone: 555-123-8204
	4 Sandee Martin (Relative) Home Phone: 555-123-4682
	5 Renee Phillips (Relative) Home Phone: 555-123-9648
	6 Bob Butler (Biological Father)
	<< Previous Save And Continue >>

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.

	_				Good evening, David Ceja, 9/27/2018		
Online Registra	ation	PARENT	GUARDIAN	85%	2018-2019		
A Introduction	0						
😁 Family	0	Military	Military Status: David Ceja				
Parent/Guardian	n \rm 0	Instru	Instructions				
B Emergency	0	Provide the	following Military information for the p	parent/guardian you want to enter:			
🞓 Students	θ	Military Sta	tus				
B Documents	0	× Line	Start Date	Military Service	End Date		
C Review/Submit	θ	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.

							rnoon, Harold Acevedo, 6/25/2018
Online Registrat	ion	PARENT/		ΔN			2018-2019
Introduction	0	Add or update					2010-2013
🖀 Family	0			First Name	Last Name	Gender	Status
Parent/Guardian	9	💉 Edit	K Delete	Jean	Acevedo	Female	In Progress
Emergency	0	💉 Edit		Harold	Acevedo	Male	Complete
Students	θ						
Documents	0	+ Add New	Parent/Guar	dian			
C Review/Submit	0			<< Previous	Save And Con	tinue >>	

Online Registration, Parent/Guardian Screen



	PARENT/GUARDI		2018-2019
	Demographics: I	New Parent	
	Instructions		
	Provide the following info	rmation for the parent/guardian you want to enter:	
	First Name*	lan	
	Middle Name		
-	Last Name*	Acevedo	
	Gender	•	
	Education Level		
	Preferred language for written materials	English	
	No further informa	tion is known for this Parent/Guardian.	



- 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						
✓ Edit✓ ExcludeX Delete	Andrew	Acevedo	Male	12	In Progress						
+ Add New Student											
View-only access to students that w	will not be enr	olled in this ap	oplication:								
Students to exclude	from 20	18-2019									
First La Name Na	st Ger me	nder Grade	Reason								
View Jill Ac	evedo Fen	nale 04			d this student from the 5/2018 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 reenrollment and allows you to change your address.

FAMILY	50%	2018-2019
Home Address		
Instructions		
Please enter your home addre	ess below:	
Check here if your add		
Address as entered from above:		
4263 E Princess St Mesa, AZ 85606	<u> </u>	
	<< Previous Save And Continue >>	

a. Select Check here if your address has changed.

Online Registration, Family Screen



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

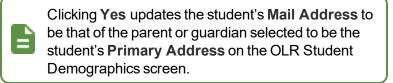
Online Registra	ation	FAMILY			100%		2019-2020
Introduction	0	Mail Addr					
📽 Family	0						
Parent/Guardian	0	 Instructi 					
Emergency	0	Please enter yo Postal mail.	our mail address in the add	ress editor below. Once	complete, the ma	ill address should be f	ormatted as it would on normal US
🞓 Students	9	Mail address	is the same as home ad	iress			
Documents	0	- OR -	i a the sume as nome ad	11633			
2 Review/Submit	9		be to find an address				
		PO Box	State*	Zip Code*	+4	Street* 7th	Type Av v Post Direction v
				<< Previous	Save And Cont	tinue >>	

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

Online Registration, Family Screen



 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.



 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 Registrat	ion	SCHOOL SELECTION	2017-2018	
	0			
🖀 Family	0	School Selection: Frank Fornaser		
Parent/Guardian	0	Information		
	0	Based on the home address entered, you live within the attendance boundary of Truman Middle School		
🔁 Students	0	Home Address:		
Documents	0	Q1239 E Nance St Mesa, AZ 85620		
2 Review/Submit	θ	* 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		
			Ŧ	
		<< 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

A Pathway o a pathway.	option may also display if your school district allows you to select
	SCHOOL SELECTION
	School Selection: Jack Hopper
	Information
	Based on the home address entered, you live outside our school boundaries.
	Henre Address: Vol Vice Messe, AZ * Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The distinct has the final say on bus availability.
	School Selection
	Adams Elementary
	E Houston Av, Gitbert, AZ • 5.8ml * Pathway *
	General Education Spanish Newcorner Test 1A Online Registration School Selection Screen

- 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.

Instructions											
Indicate the relationship each Parent/Guardian has with the student:											
Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed		Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp
Biological Moth - OR - No Relationship	Jean	Acevedo	Female	V		V					
Biological Fath	Harold	Acevedo	Male	1		V	V				

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.

					60%					2018-2019	
arent/Guardian Relationships: Jane Acevedo											
Instructions	Instructions										
Indicate the relationsh	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	
Biological Mott - OR - No Relationship	Jean	Acevedo	Female	V							
Biological Fath	Harold	Acevedo	Male	V			V				

Online Registration, Parent/Guardian Relationships Screen



- 2. 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.

Transportation: Bil	y Abbott	H	ome Status	My Account	ParentVUE
🗹 Student Bus Transport	ation Needed				
Pick-up Responsible Person	Kathleen Aaron				
Phone	(480) 555 - 1234				
Pick-up address same	as home address				
1955 S Val Vista Dr Mesa, AZ 85204					
Prop-off Responsible Person	Phillip Aaron				
Phone	(480) 555 5555				
☑ 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



3. 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	Otility Bill.docx

Online Registration, Documents Screen

- 4. 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	all data entered	during the re	gistration	process to ensure a	curacy. When complete, press Submit below:	2018-2019
Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit		lan 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 Revie	w	

Online Registration, Review/Submit Screen



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



Online Registration, Review Screen

• Click Submit.

REVIEW/SUBMIT						2018-2019
Review		d duning the sec	nintentine			
Status	Verify	Student	Grade	School Selection	Data Changes	Comments
	Information		Level		-	
Ready To Submit	N/A	lan 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	
				<< Previous Subm	n.	

Online Registration, Review/Submit Screen

Using Mobile Devices for Online Registration

Registration using iOS and Android mobile devices, including cell phones and tablet computers, is userfriendly. This may also affect desktop computers, particularly when the screen size is reduced to less than 1000 pixels wide.

You must have the minimum versions for ParentVUE and StudentVUE applications.

- ParentVUE Version 5.3.11
- StudentVUE Version 5.3.12



OLR Menu Icon

When the screen width of a device is less than 1000 pixels, usually with mobile devices unless it is a tablet held in landscape mode, the OLR menu usually displayed on the left side of the screen is replaced with a three-bar icon on the top left of the screen. Tapping on the icon opens the menu.

E ♀ Introduction €	,		2019-2
Open Schoo	ls		
Information			
	e packet can be down	arrently participating and will requi loaded HERE and brought into the	
School Name	Grade	Additional Information	Restrictions
Hope High School	9, 10, 11, 12		
Kennedy High School	9, 10, 11, 12		
King High School	9, 10, 11, 12		
Real Edupoint Middle	9, 10, 11, 12		
King High School Real Edupoint Middle School Roosevelt Middle School			

Online Registration Home Screen

- 1. Log in to OLR.
- 2. Click **E**.

			Edu	y Account ParentVUE Logout Ipoint School District orning, Carl Godinez, 5/20/2019
≡ ♀ Introduction ④				2019-2020
♀ Introduction	θ			
불 Family				
Parent/Guardian		pating in onlin	e registration. If you do not see	your desired school listed
# Emergency			ently participating and will requi ided HERE and brought into the	
🖻 Students				
Documents		Schools open for online enrollment:		
Q Review/Submit			Additional Information	Restrictions
		12		
Kennedy High School	9, 10, 11	, 12		
King High School	9, 10, 11	, 12		

Online Registration Home Screen



Progress Bar

There is no progress bar shown at the top of the pages in OLR when the screen width of a device is less than 1000 pixels.

• With the progress bar

			Home Status My Account ParentVUE E Edupoint School District Good afternoon, Carl Godinez, 5/20/2019
Online Registratio	n	PARENT/GUARDIAN 44%	2019-2020
♀ Introduction	0		
불 Family	0	Work Address: Carl Godinez	
Parent/Guardian	0	Instructions	
# Emergency		Enter the work address for the parent/guardian:	
🖻 Students		Check here if parent/guardian does not have an	
Documents		employer . OR .	

Online Registration, Parent/Guardian Screen

• Without the progress bar

Home	Status My Account ParentVUE Logout
	Edupoint School District
	Good afternoon, Carl Godinez, 5/20/2019
≡ 🛔 Parent/Guardian 😣	2019-2020
Work Address: Carl Godinez	
Instructions	
Enter the work address for the parent/guardian:	
Check here if parent/guardian does not have an employer	
- OR -	
Employer Name	

Online Registration, Parent/Guardian 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.

	18-2019 egistrati ı₅	reviev	w the regi	completing and submitting your regist stration and update the status during our registration(s) that are in progres	the review process.
			e Regi		e Status My Account ParentVi d morning, Phillip Aaron, 6/26/2018
2018-2019	egistrat				
Status	Last Name	First Name	Grade	School Name	Comments
	Aaron	lan	05	Adams Elementary: Waiting	
Waiting	Abbott	Billy	12	Hope High School: Waiting	

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.