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 Registration, Account Access Screen](image)
4. Complete the steps and enter your information.

![Parent Account Creation Screen](image)

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.

![Confirmation Message](image)

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 Account 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
```

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.](image)

2. Click Continue.

   ![Online Registration, Introduction Screen](image)

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

   ![The Electronic Signature must exactly match the name on your account.](image)
4. Follow the prompts to complete the enrollment.

   - A red asterisk (*) indicates required information.

   ![Student Screen]
   
   Online Registration, Student Screen

   - A progress bar displays as you advance through a section.

   ![Progress Bar]
   
   Online Registration, Progress Bar

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

   ![Navigation Menu]
   
   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.

• Click Save and Continue to move to the next screen if Complete displays for all individuals.
Select No further information is known for this Parent/Guardian when adding new parents/guardians to only enter the First Name and Last Name.

**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**

Select the checkbox to indicate that no further information is known for this Parent/Guardian.

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

Online Registration, Family Screen

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.

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.
The following icons display on the School Selection screen:

- 📍 – Indicates a school location on the map
- 🔍 – Indicates your address

A Pathway option may also display if your school district allows you to select a pathway.

- 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.
● 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.

![Parent/Guardian Relationships: Jane Acevedo](image)

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 Screen](image)
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.

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

![Discipline History](image)

**Online Registration, Review Screen**

• Click **Submit**.

![Review/Submit Screen](image)

**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 user-friendly. 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.

1. Log in to OLR.
2. Click 📖.
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

![Online Registration, Parent/Guardian Screen](image1)

- Without the progress bar

![Online Registration, Parent/Guardian Screen](image2)
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.

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.