



HOW TO Access and View Documents in ParentVUE/StudentVUE

This guide will walk you through the steps of viewing uploaded documents in ParentVUE/StudentVUE

Step 1: Log in to ParentVUE or Student VUE with the username password previously created



- **Step 2:** Select the Documents option on the left side of the screen
 - You will then see a list of uploaded documents for that scholar

Step 3: Click the document title to navigate to that document link

Home (A	DOCUN	IENTS	
Synergy Mail		Docum	ents
Calendar			
Attendance	Upload Date	Document	Document Category
Class Schedule	Q	Q	(AII)
Class Websites	12/22/2022	Transcript.pdf	Transcript
Course History	12/22/2022	Elementary Report Card Example.pdf	Elementary Report Card
Course Request	12/22/2022	Secondary Report Card - High School _Mail-Merge Ex	Secondary Report Card 20-2
A Grade Book	12/22/2022	Secondary Report Card Example.pdf	Secondary Report Card
Ao Report Card			
lacktrian Student Info			
Remote Learning Resources			

Step 3: Clicking the document title will open a viewable version of that document.

Student: Student ID: Teacher:			PUBLIC SCHOOL					
Date:				Attendance		S1	S2	To
	End of Year	Placement		Absent		3.00		
Placed in grade		Tardy		0.00				
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