

Log in to ParentVUE Account



If you are already an existing parent in the district, contact your school for your activation key.

- 1. Navigate to the Online Registration Account Access screen.
- 2. Enter your User Name and Password.
- 3. Click Login.



	Login	
User Name:	Edup	ooint School District
Password:		
	Login	
		More Options 🗸

Online Registration Account Access Screen

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Beginning Registration

Depending on the time of year, you have the option to register for the current school year or the next school year. Start of enrollment for the next school year can vary.

Current School Year Only

1. Click Begin Registration in the open enrollment message on the Messages page in ParentVUE.

Messages ²	(Chesterieses)		Messages
		Date	Subject
Calendar	X	05/18/2015 16:41:00	lan - Drama - After School Program (5/18/2015)
Attendance		10/06/2014	Survey: Technology Survey: Technology Survey
Class Schedule	$\overline{\checkmark}$	08/02/2014	Online Enrollment Open For 2014-2015: Begin Registration
Class Websites			

ParentVUE Messages Page

2. Click Begin New Registration.

Messages	0	Please select the registration school year.*	2017-2018	•
Calendar				
Attendance				
Class Schedule				
Class Websites				
			Begin New Registration >>	

Online Registration Home Page

Current School Year or Next School Year

1. Click Begin Registration in the open enrollment message on the Messages page in ParentVUE.

Massagas	nganganganganga		Messages
Wessages -		Date	Subject
Calendar	≤	05/18/2015 16:41:00	lan - Drama - After School Program (5/18/2015)
Attendance		10/06/2014	Survey: Technology Survey: Technology Survey
Class Schedule	\sim	08/02/2014	Online Enrollment Open For 2014-2015: Begin Registration
Class Websites			

ParentVUE Messages Page

- 2. Select a school year.
- 3. Click Begin New Registration. The Introduction displays.

			Edupoint School District Good afternoon, Harold Acevedo, 6/25/2018
0	Please select the registration school year.*	2017-2018	
		Begin New Registration >>	

Online Registration Home Page



4. Click Continue.

			Edupoint School Distri
Online Pegistra	tion		Good afternoon, Harold Acevedo, 6/25/20
Online Registra	uon	INTRODUCTION	2018-2019
Introduction	θ	Information	
嶜 Family	0	• monnation	
Parent/Guardian	9	Thank you for using the Edupoint School District o all of the required information throughout the infor	online registration portal. You will need to complete mation entry process in order for the enrollment to
Emergency	•	be processed. The registration process is a self-gi information.	uided and will inform you of any missing or incorrect
Students	0		
Documents	θ	Throughout the online enrollment process, you enter. Many Steps will have required fields marked	will be presented with a variety of information to I by an asterisk (*). You must enter information into
2 Review/Submit	0	these fields before you will be allowed to continue.	
		Con	ntinue

Online Registration Introduction Page

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

	The Electro account.	onic Signature must exactly match the name on your	
INTRODU Please enter y	CTION our first and last name be	2018 Iow:	-2019
By typ the in	ing your name below and formation and agree that	I pressing the button at the base of the page you attest that you are the account holder, are authorized to pro the information provided is accurate to the best of your knowledge.	ovide
Electro	nic Signature*	Harold Acevedo	
		Save And Continue >>	

Online Registration Introduction Page

- 6. Follow the prompts to complete the enrollment.
 - A red asterisk (*) indicates required information.

First Name*	Harold
Middle Name	
Last Name*	Acevedo

Online Registration Student Page

• 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	ion
Introduction	0
📽 Family	0
Parent/Guardian	0
Emergency	0
Students	0
Documents	0
C Review/Submit	0

Online Registration Navigation Menu

• If you stop the enrollment process and log out, Online Registration saves the entered information. You can click **Resume Registration** or **Start Over**.

		Edupoint School Distric	:t
Online Registration		Guod alternoon, harold Acevedo, 6/25/201	0
Introduction	0	INTRODUCTION 2018-2019	
嶜 Family	0	2018-2019 Registration	
Parent/Guardian	θ	Thank you for returning to the online registration process. To continue where you left off	
Emergency	0	select Resume Registration.	
🞓 Students	0	Resume Registration X Start Over	
Documents	0		
C Review/Submit	0	Save And Continue >>	

Online Registration Introduction Page



- On the Parent/Guardian page, Students page, and Emergency contacts page, the following options display:
 - 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 page you are on. If your district only allows reenrollments, Add New Student does not display.
 - Click Save and Continue to move to the next screen if Complete displays for all individuals.

					Ec Good afte	Iupoint School Distric rnoon, Harold Acevedo, 6/25/20
Online Registrati	on		N			2018-2010
Introduction	0	Add or update Parent/Guardi	an details.			2010-2013
嶜 Family	0		First Name	Last Name	Gender	Status
Parent/Guardian	0	💉 Edit 🗱 Delete	Jean	Acevedo	Female	In Progress
Emergency	9	🖊 Edit	Harold	Acevedo	Male	Complete
Students	0					
Documents	0	Add New Parent/Guard	lian			
C Review/Submit	0		<< Previous	Save And Con	tinue >>	

Online Registration Parent/Guardian Page

Select Parent enter ti	No further information is known for this t/Guardian when adding new parents/guardians to only he First Name and Last Name.
	PARENT/GUARDIAN 20% 2018-2019
	Demographics: New Parent
	Instructions
	Provide the following information for the parent/guardian you want to enter:
	First Name* lan
	Middle Name
	Last Name* Acevedo
	Gender
	Education Level
	Preferred language English - for written materials
	☑ No further information is known for this Parent/Guardian.
	<< Previous) Save And Continue >>
	Online Registration Parent/Guardian Page



- 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 upda	ate studen	t details for ea	ach studen	t you wan	it to enroll:		
Students to	enrol	l in 2018	8-2019				
		First Name	La: Na	st me	Gender	Grade	Status
EditEditEditEdit	clude	Andre	ew Ace	evedo	Male	12	In Progress
+ Add New Stu	dent						
View-only access to	students	that will not b	e enrolled	in this ap	plication:		
Students to	exclu	de from	2018-	2019			
	First Name	Last Name	Gender	Grade	Reason		
View	Jill	Acevedo	Female	04	You have applicatio	e excluded on on 6/2	d this student from the 5/2018 4:06:26 PM

Online Registration Students Page



- You must set a Primary Address associated with a parent/guardian for each student.
- If your school allows reenrollment and allows you to change your address, you can modify this on the Home Address page.
 - Select Check here if your address has changed.
 - A red asterisk (*) indicates required information.
 - Enter the date of your address change if your district requires it.

FAMILY	50%	2018-2019
Home Address		
Instructions		
Please enter your home add	ress below:	
Check here if your add	dress has changed.	
Address as entered from above	2	
4263 E Princess St Mesa, AZ 85606	<u> </u>	
	< Previous Save And Continue >>	

Online Registration Family Page



• The School Selection page displays if your school district allows you to enroll a student at the school of your choice.



Online Registration School Selection Page

The following icons display on the School Selection page:

- - Use to enlarge or reduce the map for better viewing
- 🔍 Indicates a school location on the map
- Indicates your address
- 🚳 Indicates the current school selection
- — Indicates other school choices available
- The distance from your address is indicated on the screen



- The Parent/Guardian Relationships page 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.

Parent/Guardia	an Re	lations	hips: J	ane	Aceve	do					-
Instructions											
Indicate the relationsh	iip each F	Parent/Guar	dian has w	ith the st	udent:						
Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp
Biological Motr - OR -	Jean	Acevedo	Female	V		V					
Biological Fath	Harold	Acevedo	Male	V		V	Ţ				

Online Registration Parent/Guardian Relationships Page



• 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
Parent/Guardia	an Re	lations	hips: J	ane	Aceve	do				
Instructions										
Indicate the relationsh	ip each F	Parent/Guar	dian has wi	th the st	udent:					
Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Biological Motr OR - No Relationship	Jean	Acevedo	Female	V		V				
Biological Fath -	Harold	Acevedo	Male	7		7	V			

Online Registration Parent/Guardian Relationships Page



- 7. Select the **Transportation** page, 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: Billy	/ Abbott	Home	Status	My Account	ParentVUE	
Student Bus Transporta	lion Needed					
Pick-up						
Responsible Person	Kathleen Aaron					
Pick-up address same a	(480) 555 - 1234 s home address					
1955 S Val Vista Dr Mesa, AZ 85204						
Drop-off Responsible Person	Phillip Aaron					
Phone	(480) 555 - 5555					
☑ Drop-off address same a	as home address					
1955 S Val Vista Dr Mesa, AZ 85204						
Special Transportation						
Requirement	A/C					
	Ramp					
	Seat Belts					

Online Registration Transportation Page



8. Select the **Documents** page. 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.

DOCUN	/IENTS	
Family		
Primar	y 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
Primar	y Home Address Verification:	
	I will deliver a hard copy to the school instead of uploading it. Document Type	Utility Statement
	Document	Utility Bill.docx

Online Registration Documents Page

- 9. Select the Review/Submit page.
 - 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						2018-2019
Review Review allows you to confirm	all data entered	d during the re	gistration	process to ensure a	ccuracy. When complete, press Submit below:	
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 Page



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



Online Registration Review Page

· Click Submit.

REVIEW/SUBMIT						2018-2019
🖍 Review						
Review allows you to confirm	all data entered	during the re	gistration	process to ensure a	ccuracy. When complete, press Submit below:	
Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
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	it.	

Online Registration Review/Submit Page



Checking Application Status

After submitting the completed registration, your school district reviews your application information. To view the status of the application, log in to ParentVUE and click the **Status** tab or click the **Status** button in Online Registration.

1 201 Reg	8-2019 gistrati	Than reviev ON The s	k you for o w the regis	completing and submitting your registratio stration and update the status during the our registration(s) that are in progress ca	2018-20 on online. Our site staff will review process. an be found on the status par	9 ^{ge}
		Onlir	ne Reg	gistration Home Page	Status My Account Paren	t∨UE
Online Re	aistrat	ion		Good mo	orning, Phillip Aaron, 6/26/201	8
2018-2019	gistiat					
🖌 Review Subr	nitted: 6/26/20	018 8:04 AM				
Status	Last Name	First Name	Grade	School Name	Comments	
Waiting	Aaron	lan	05	Adams Elementary: Waiting		
Waiting	Abbott	Billy	12	Hope High School: Waiting		

Online Registration Status Page

You can only review the registration dataon the Status page after submissal. Once the school district reviews and accepts all the registrations, you can log in to Online Registration to modify or register additional children.

Previously denied registrations move to a Waiting status when the school retracts the denial.