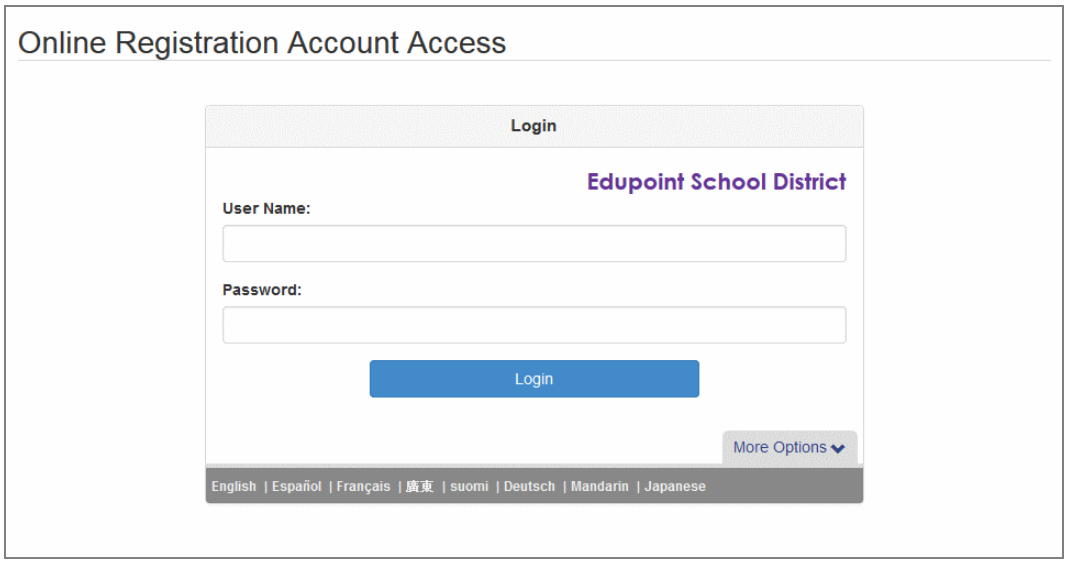
Log in to ParentVUE Account

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

1. Enter your **User Name** and **Password**.
2. Click **Login**.

The ParentVUE login screen automatically redirects you to Online Registration if you have a ParentVUE account but no active children or you do not have Educational Rights to a child.



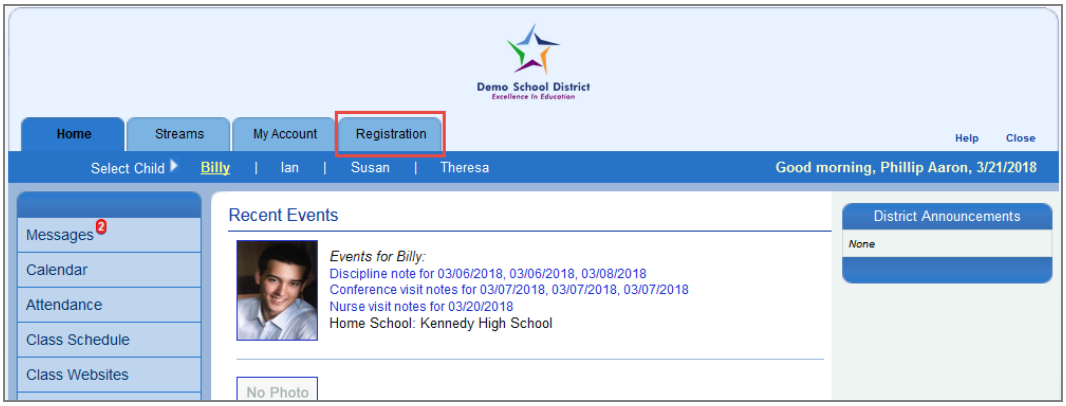
Online Registration Account Access Screen

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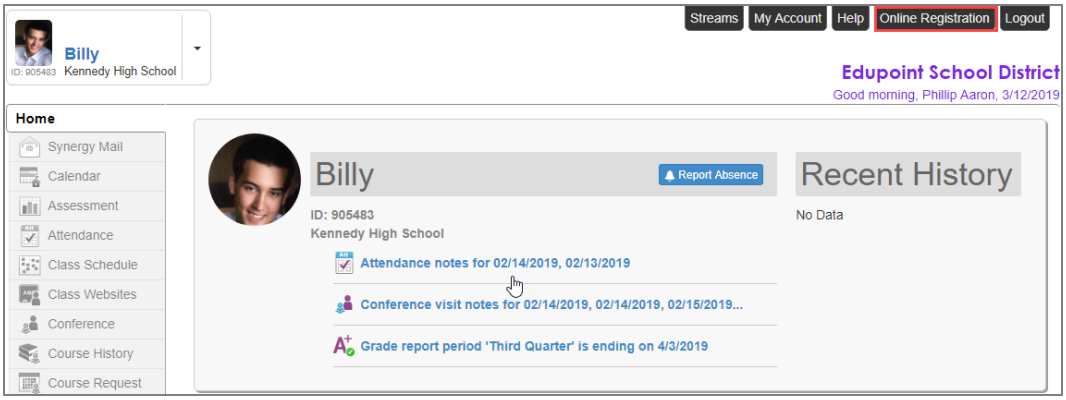
Registering Students

You have the option to register for the current school year or the next school year depending on the time of the year.

1. Log in to OLR in one of the following ways:
    - Select the **Registration** tab or the **Online Registration** tab in ParentVUE.

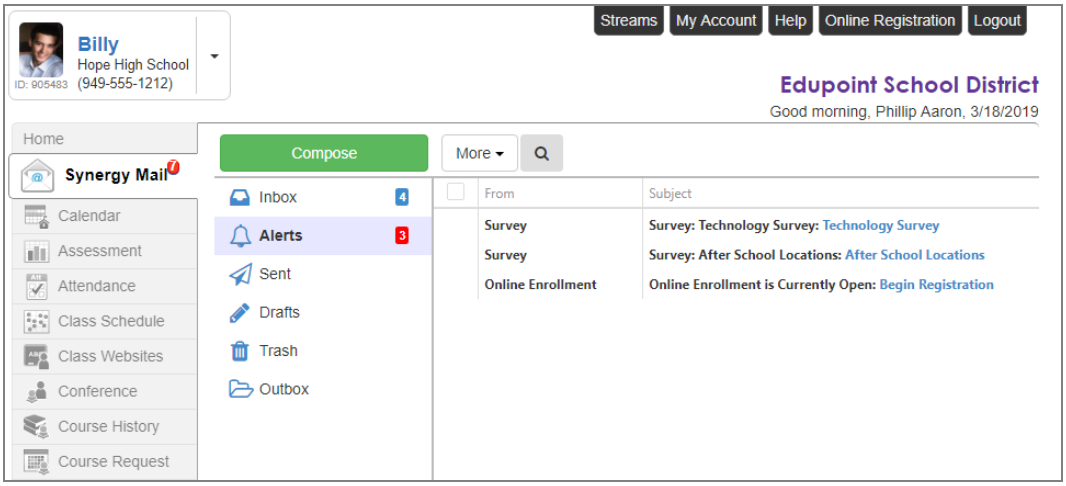


ParentVUE 1.0 Screen, Registration Tab



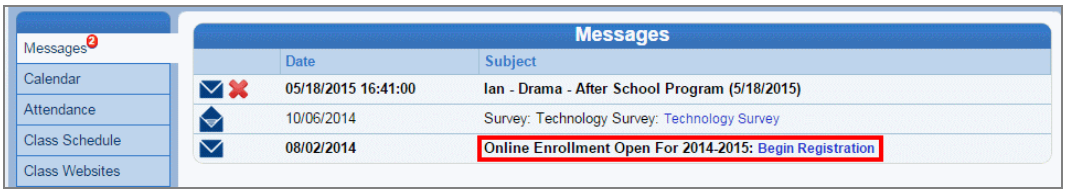
ParentVUE 2.0 Screen, Online Registration Tab

- Click the *Begin Registration* link in the Alerts folder if you have Synergy Mail.

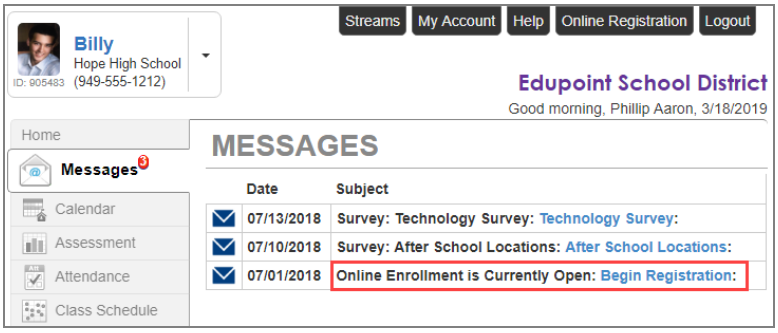


ParentVUE 2.0, Synergy Mail Alerts Screen

- Click the *Begin Registration* link in the open enrollment message on the Messages screen if you do not have Synergy Mail.



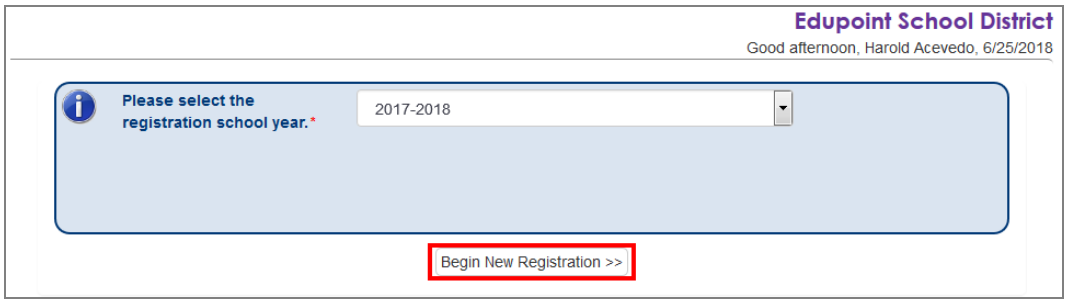
ParentVUE 1.0, Messages Screen



ParentVUE 2.0, Messages Screen

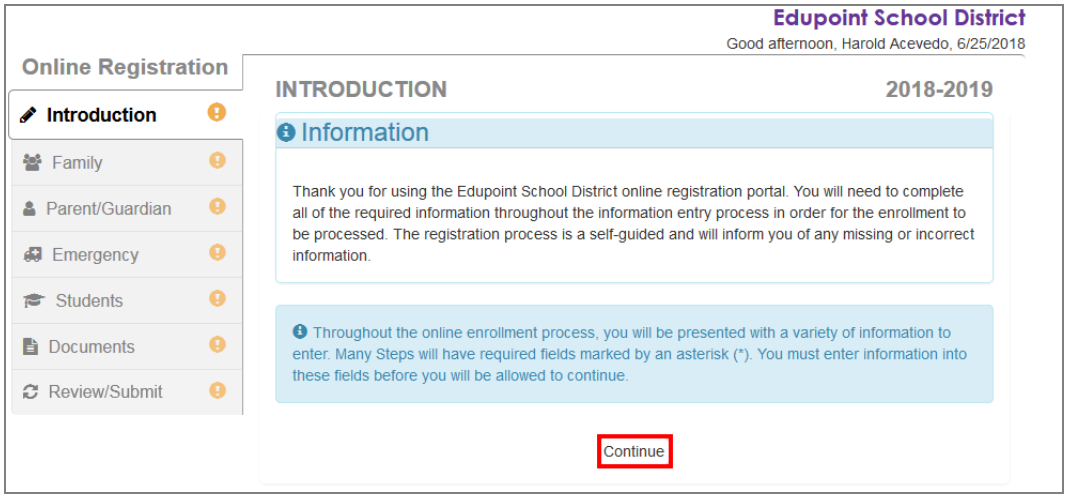
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2. Click **Begin New Registration**.



Online Registration, Home Screen

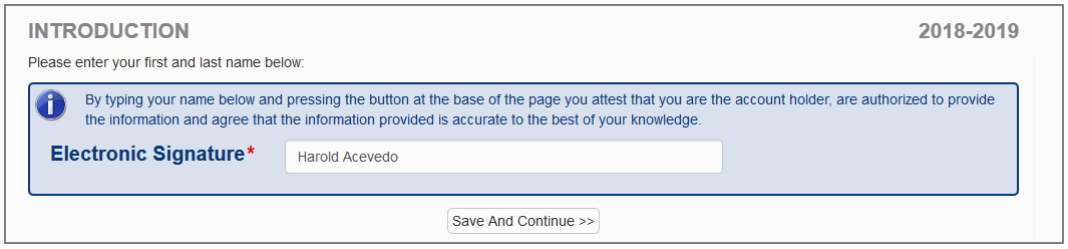
3. Click **Continue**.



Online Registration, Introduction Screen

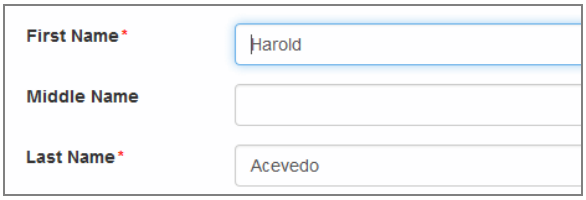
4. Enter your **Electronic Signature** to indicate that you are the account holder.

> The **Electronic Signature** must exactly match the name on your account.



Online Registration, Introduction Screen

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



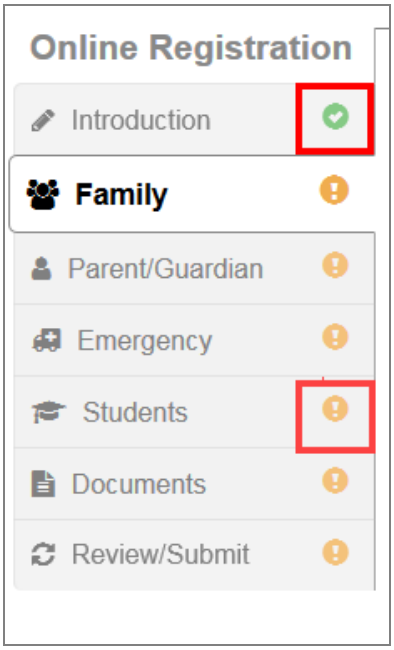
Online Registration, Student Screen

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



Online Registration, Progress Bar

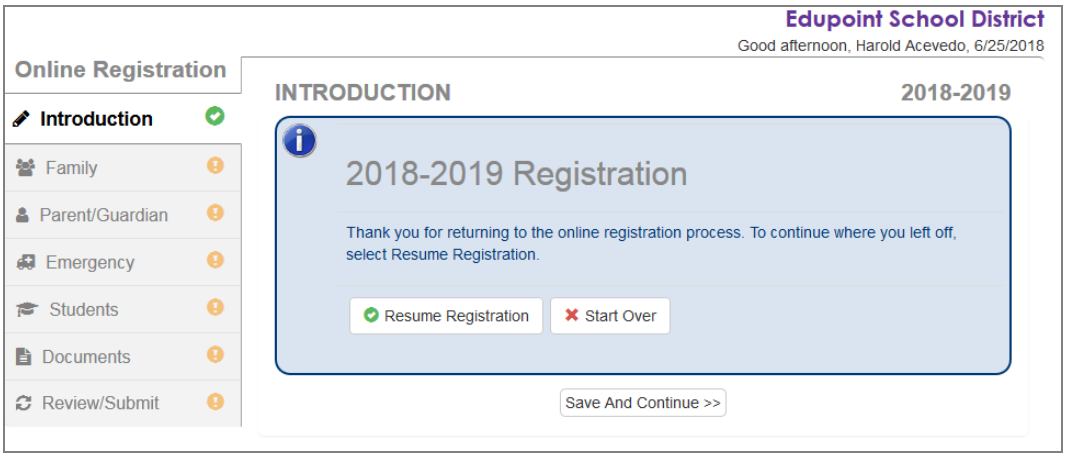
   - Completed sections have a green check mark in the Navigation Menu. Incomplete sections have a yellow exclamation mark.



Online Registration, Navigation Menu

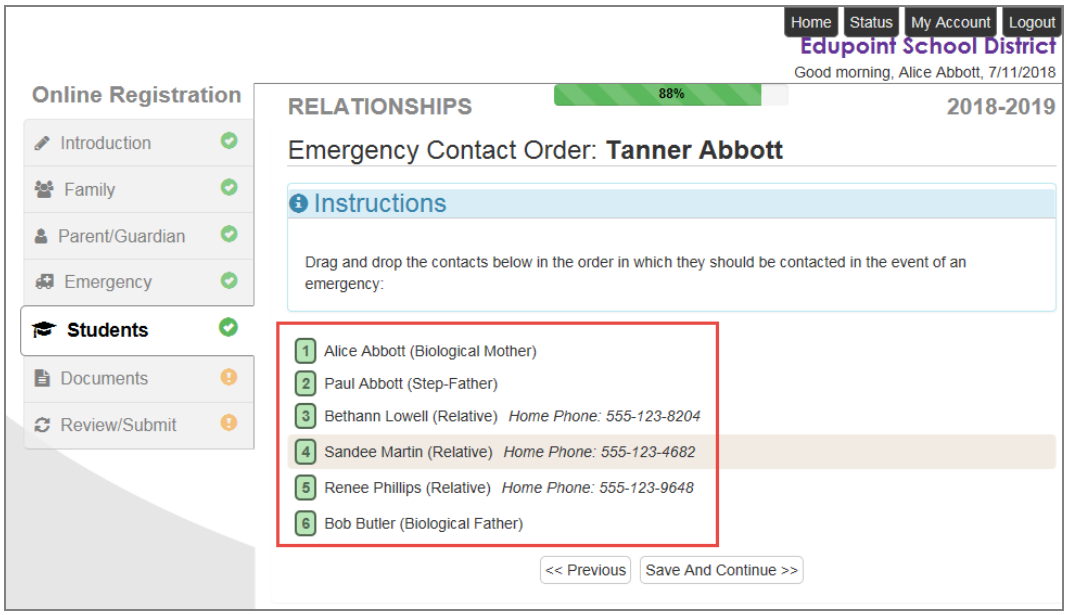
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- Online Registration saves the entered information if you stop the enrollment process and log out. You can click **Resume Registration** or **Start Over**.



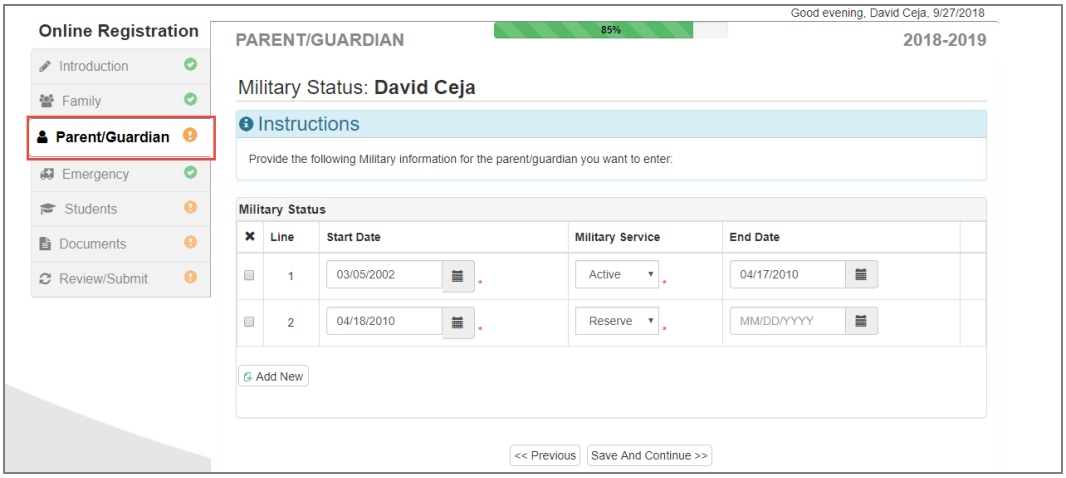
Online Registration, Introduction Screen

- 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.



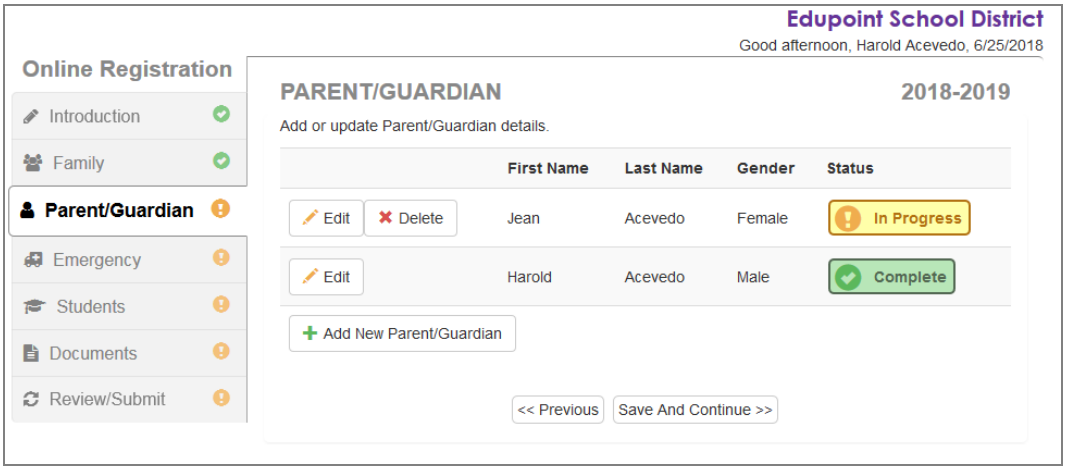
Online Registration, Students Relationships Screen

- 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.



Online Registration, Parent Guardian Screen

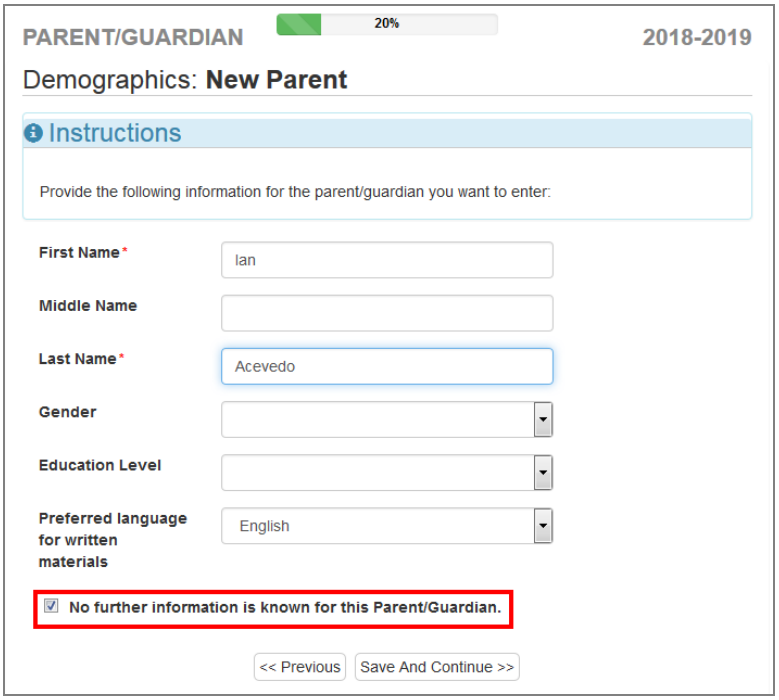
- Click **Save and Continue** to move to the next screen if **Complete** displays for all individuals.



Online Registration, Parent/Guardian Screen

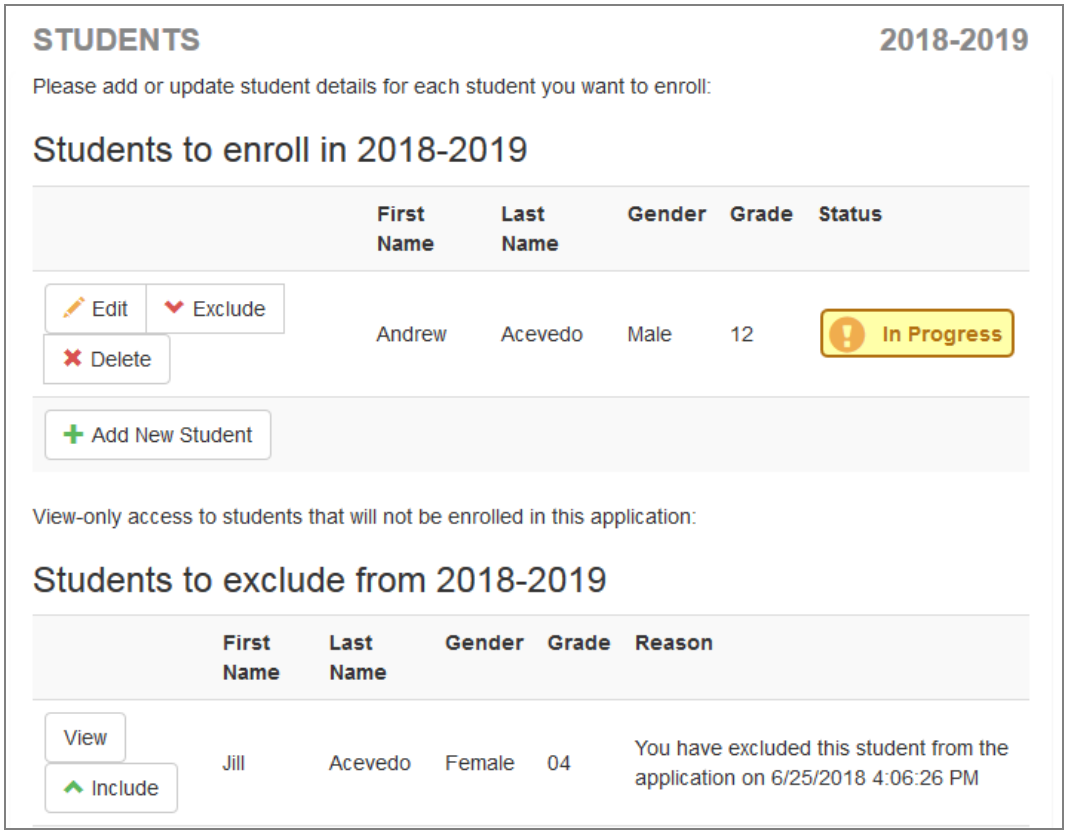
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Select **No further information is known for this Parent/Guardian** when adding new parents/guardians to only enter the **First Name** and **Last Name**.



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.



Online Registration, Students Screen

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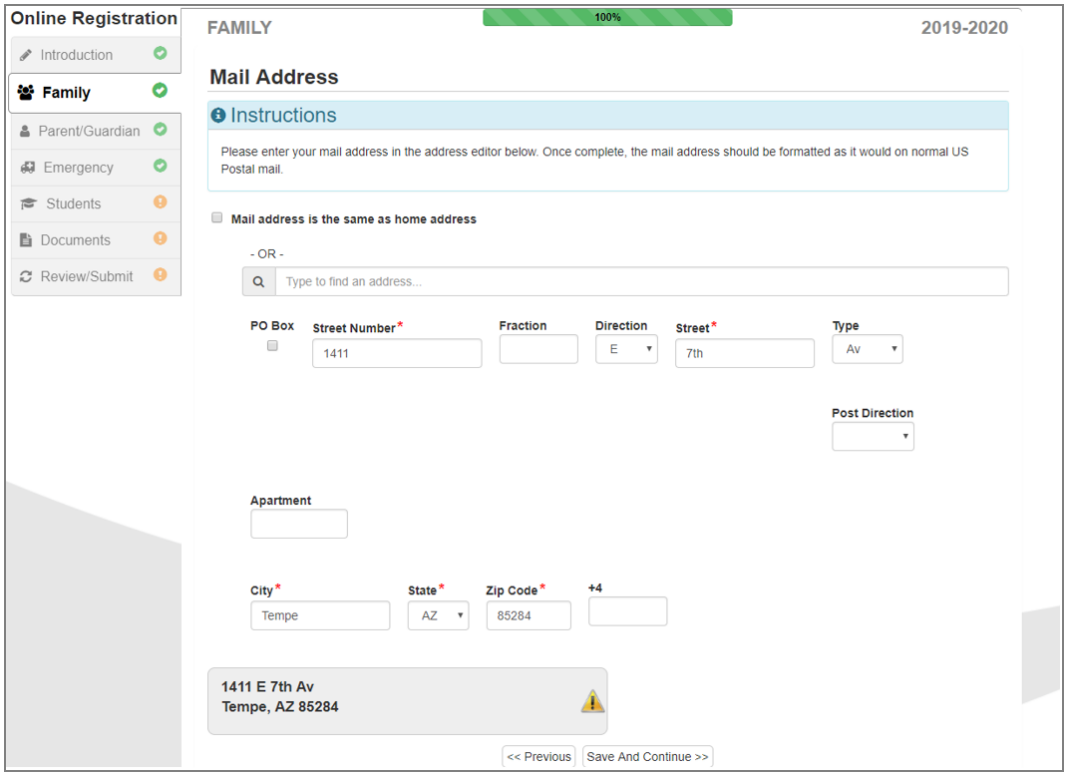
- You must set a **Primary Address** associated with a parent/guardian for each student.
- You can modify the address on the Home Address screen if your school allows re-enrollment and allows you to change your address.

    a. Select **Check here if your address has changed**.



Online Registration, Family Screen

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



Online Registration, Family Screen

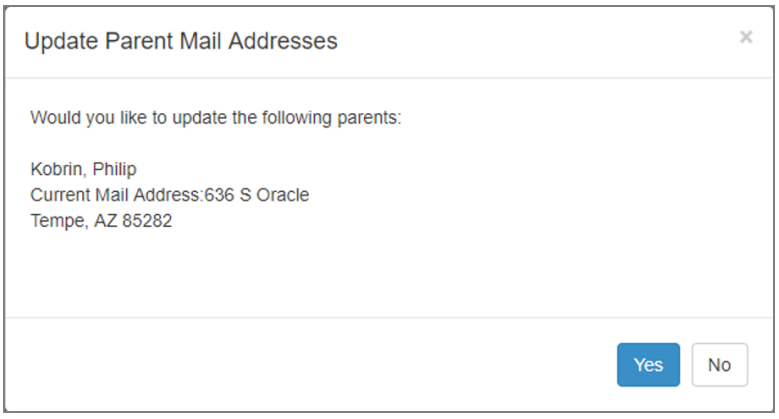
c. Click **Save and Continue** to open the Update Parent Mail Addresses window.

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- 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.

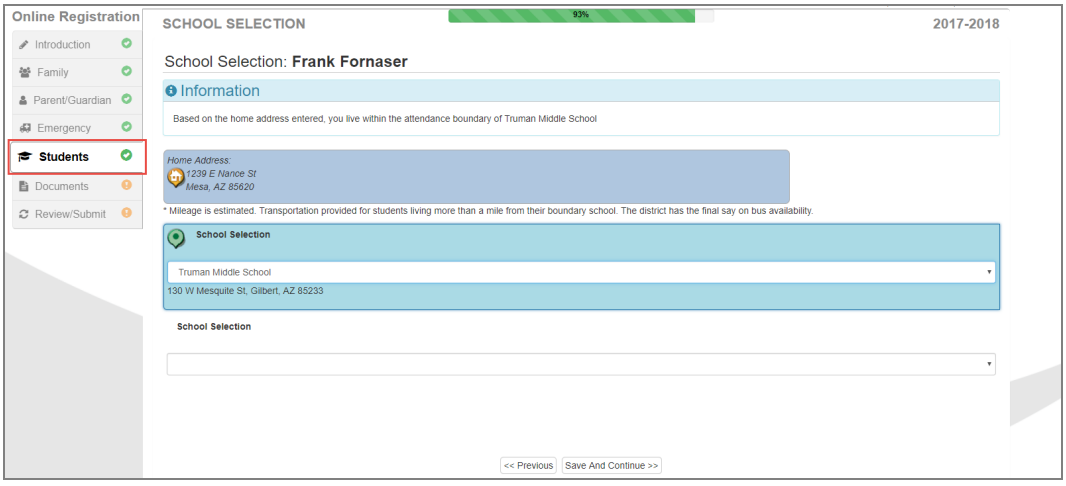
> Clicking **Yes** updates the student's **Mail Address** to be that of the parent or guardian selected to be the student's **Primary Address** on the OLR Student Demographics screen.

- Click **No** to not update the Mail Address of the non-enrolling parents or guardians.



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.

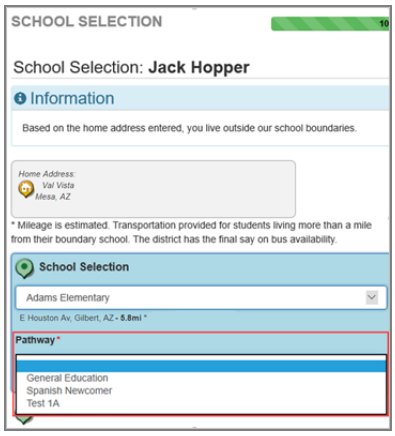


Online Registration, School Selection Screen

The following icons display on the School Selection screen:

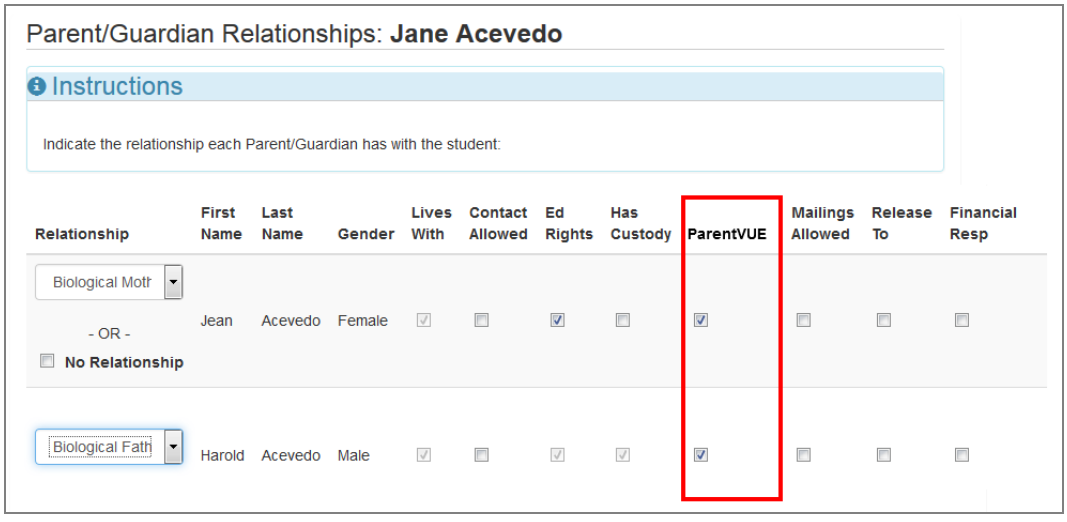
- – Indicates a school location on the map
- – Indicates your address

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



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.

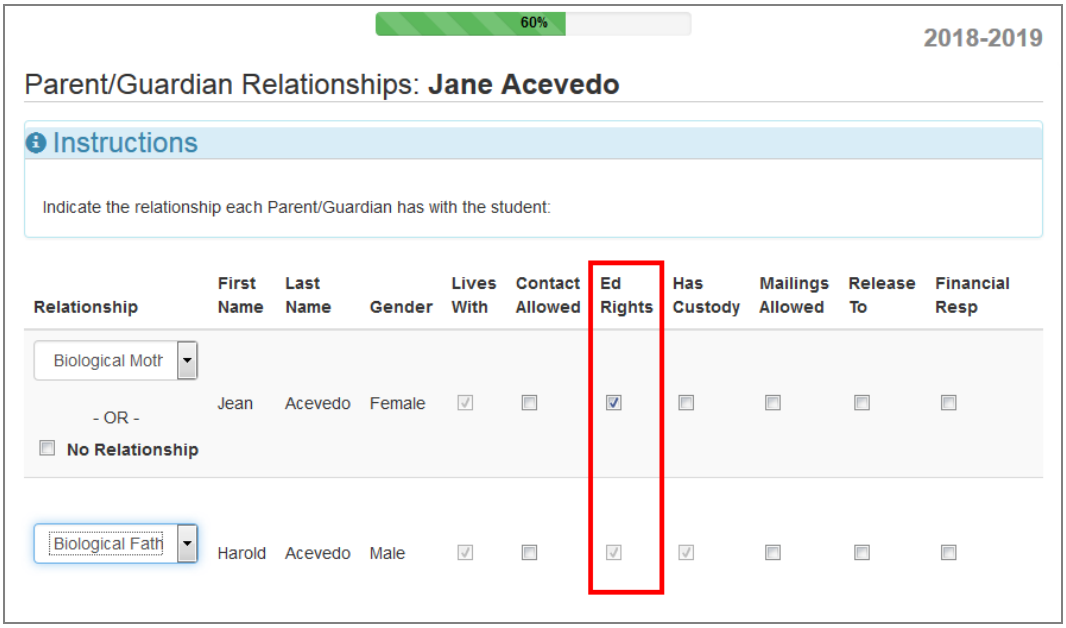


Online Registration, Parent/Guardian Relationships Screen

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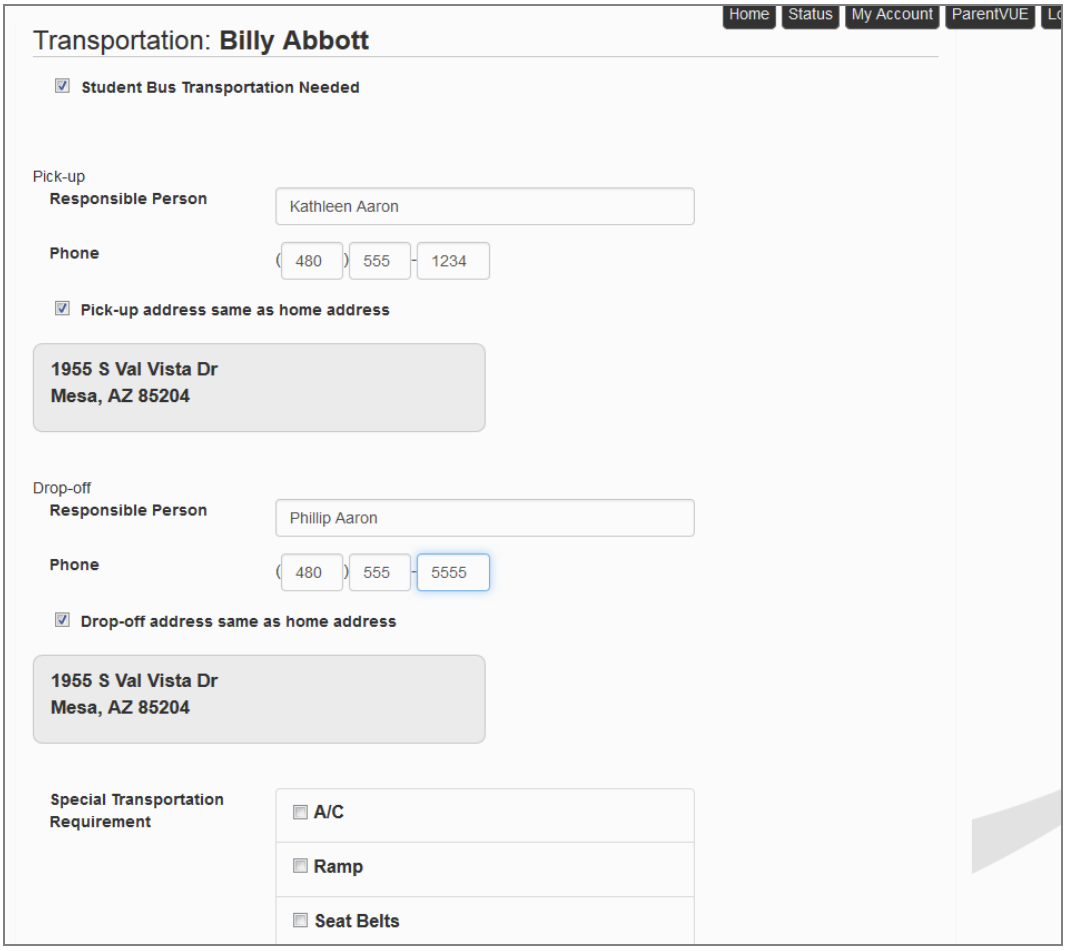
- If the **ParentVUE** column does not display, use the **Ed Rights** column to indicate which parents have access to the student's records in ParentVUE.

> 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.



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**.

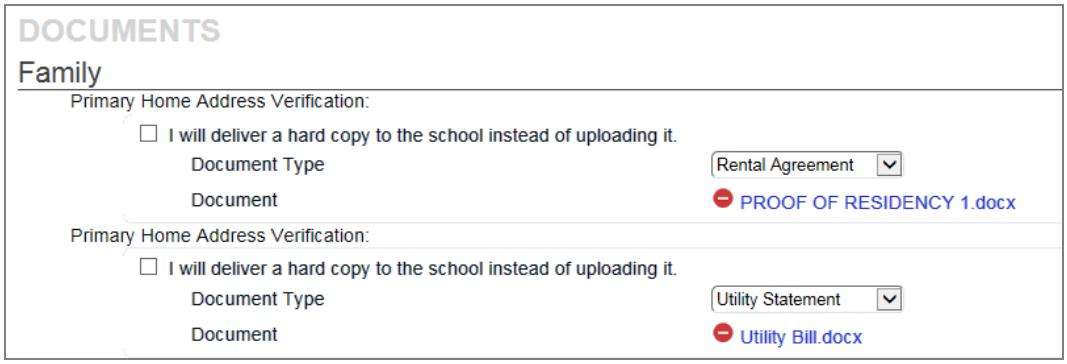


Online Registration, Transportation Screen

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3. Select **Documents**. Online Registration lists all of the document options you can upload here, grouped by Family and Students.

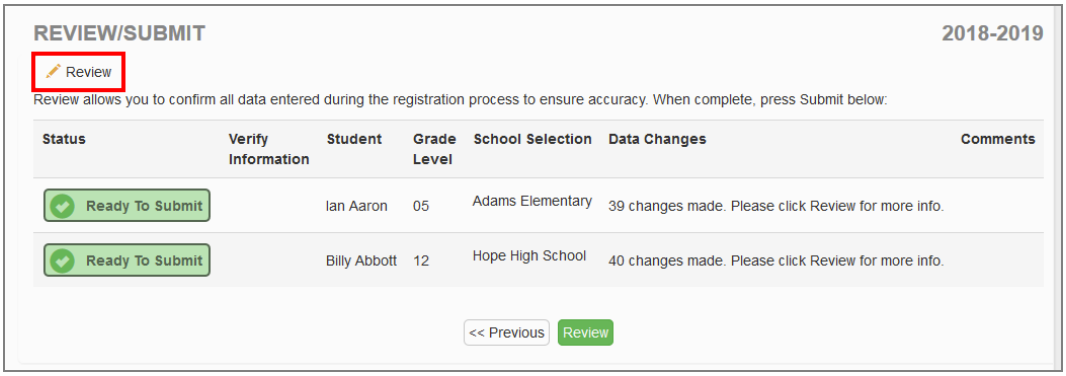
> Only students with a current IEP have the option to upload the IEP Document.
>
> You can also select and upload documents from the ParentVUE's library of images, as well as take a photo.



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**.



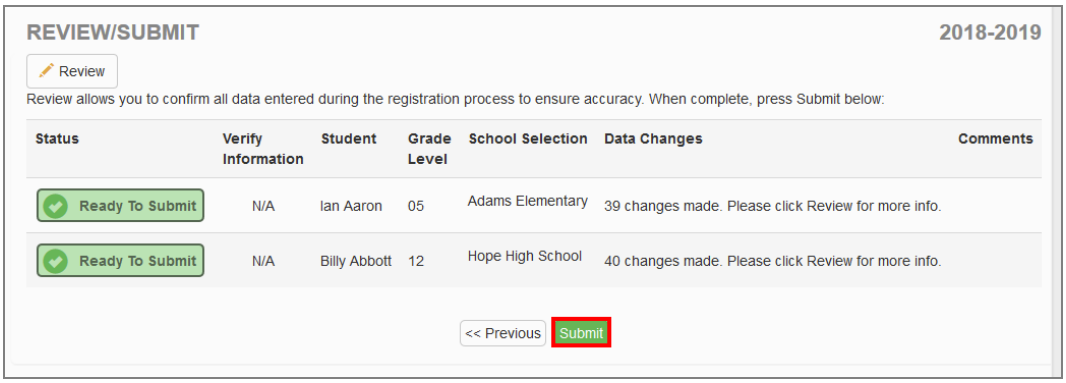
Online Registration, Review/Submit Screen

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



Online Registration, Review Screen

- Click **Submit**.



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.

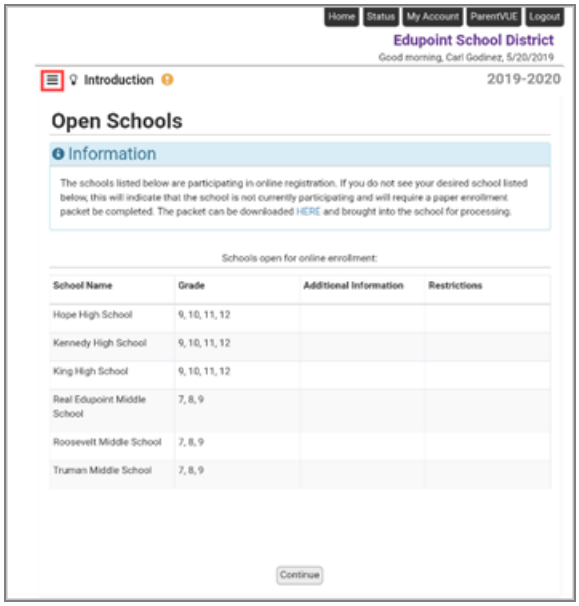
You must have the minimum versions for ParentVUE and StudentVUE applications.

- ParentVUE – Version 5.3.11
- StudentVUE – Version 5.3.12

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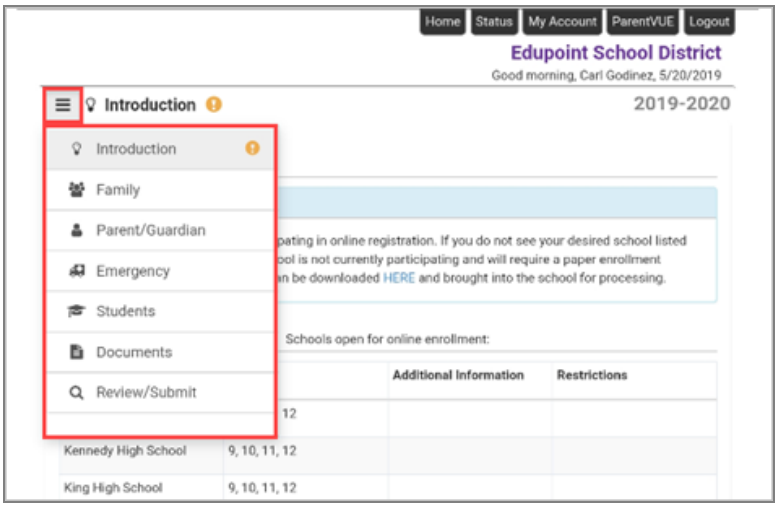
OLR Menu Icon

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.



Online Registration Home Screen

1. Log in to OLR.
2. Click .

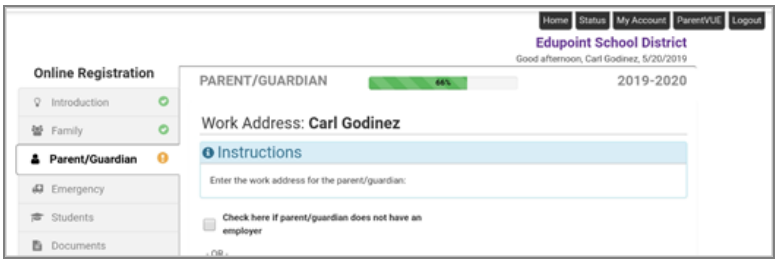


Online Registration Home Screen

Progress Bar

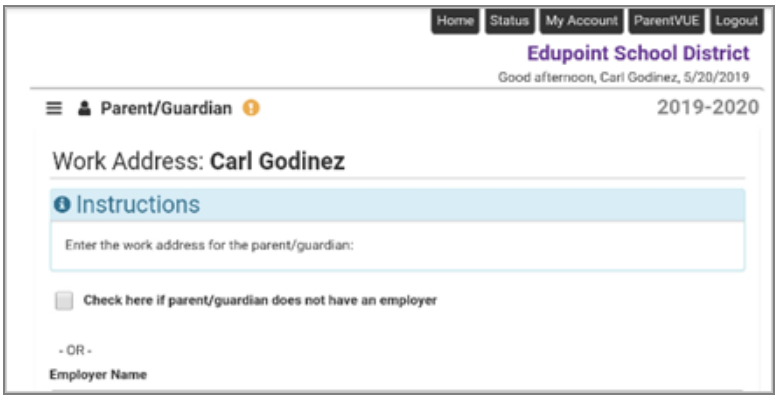
There is no progress bar shown at the top of the pages in OLR when the screen width of a device is less than 1000 pixels.

- With the progress bar



Online Registration, Parent/Guardian Screen

- Without the progress bar

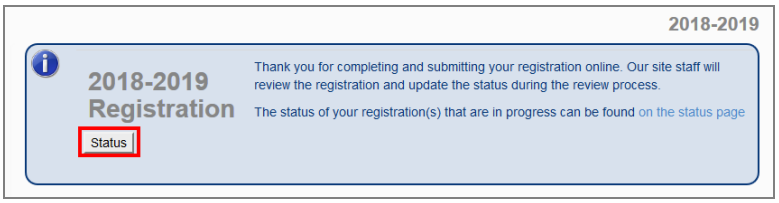


Online Registration, Parent/Guardian Screen

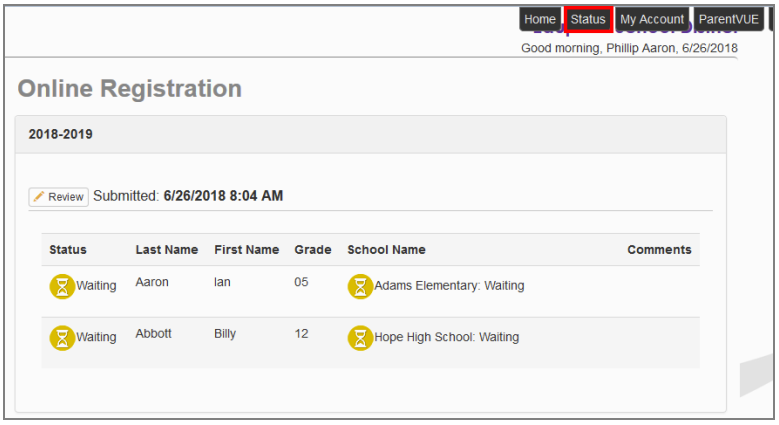
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Checking Application Status

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.



Online Registration, Home Screen



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.