



Forest Lake Area Schools Activity Registration/Payment Information

Users' guide to creating an account for Activity Registration/Payments, also referred to as SMARTschool K12.

Access the Activity Payment system through **ParentVUE**



Here are the steps to follow to create a new account and link it to your children.

1. **Access the Activity system through ParentVUE**. To create your **Activity Account** you will need your child(ren)'s **Student ID and Date of Birth**. Student ID's are stored in ParentVUE. Once logged into ParentVUE click on the **Student Information Tab**, located on the **left hand sidebar**. The Student ID is listed as **Perm ID** in the column next to the students name.

Next from the **left hand sidebar**, **Click on the Activity Registration & Payment Tab** then **Click Activity Reg & Payment again** under your child's picture.

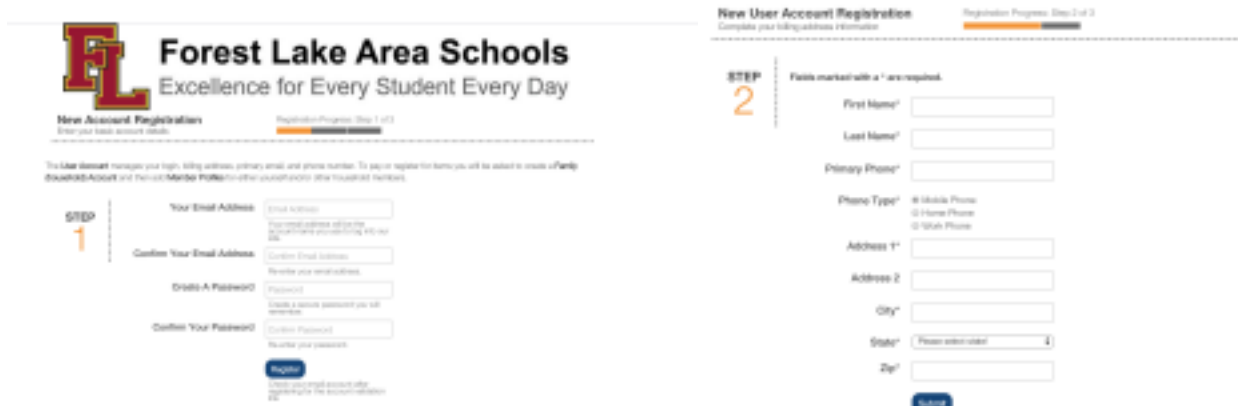


2. **Click on the Red Soccer Ball.**

3. On the right side of the screen choose



4. Fill out the **New Account Registration Information**.



Store your email account and password in your records.

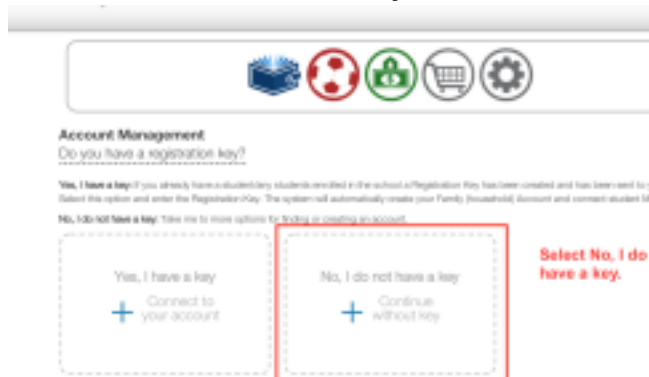
You will need this information to confirm your account at the end of the registration process.

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5. Add a Student to your User Account.

6. Select **NO I do not have a Key.**



7. Link your Student to your user account. The Student ID# can be found in ParentVUE (see step

Family Account

Link an account by student ID and birth date

Please complete the form below and click 'Finish' to link your account.

Fields marked with a * are required.

Student ID* Birth Date*

Enter your Student ID# and Birthdate. The system will then add this student to your user account.

Link Family



1).

8. You can **Click on the Red Soccer Ball** to begin registering for activities.

9. You must check your email to confirm your account or it will expire in 30 days.



If you are having trouble creating your account, call 1-800-934-2621. For any other question, please see school contact information below.

Forest Lake Area High School

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Forest Lake Area Middle School

Lisa Kundel, Student Services Office - LKundel@flaschools.org • (651) 982-3003

June-August contact, Rachel Peterson, Administrative Assistant - RPeterson@flaschools.org • (651) 982-3100 9/20/24