

Log in to ParentVUE Account



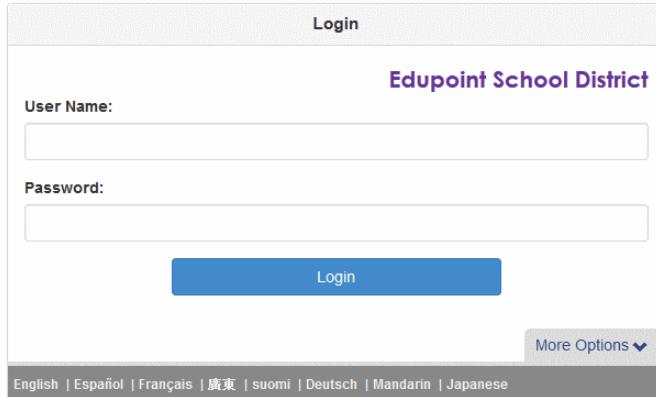
Contact your school for your activation key if you are already an existing parent in the district.

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



The screenshot shows the 'Edupoint School District' online registration login page. It features a 'User Name:' input field and a 'Password:' input field. Below these is a large blue 'Login' button. To the right of the password field is a 'More Options' dropdown menu. At the bottom of the page, there is a horizontal bar with language links: English, Español, Français, 廣東, suomi, Deutsch, Mandarin, and Japanese.

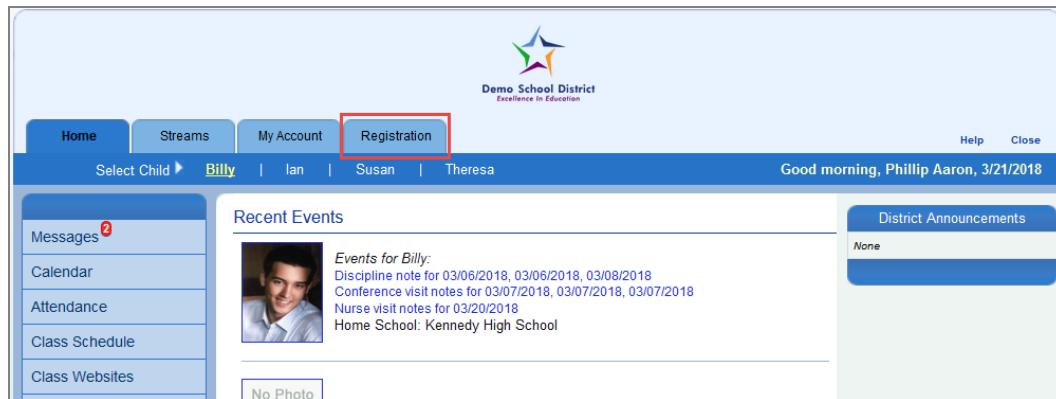
Online Registration Account Access Screen

Registering Students

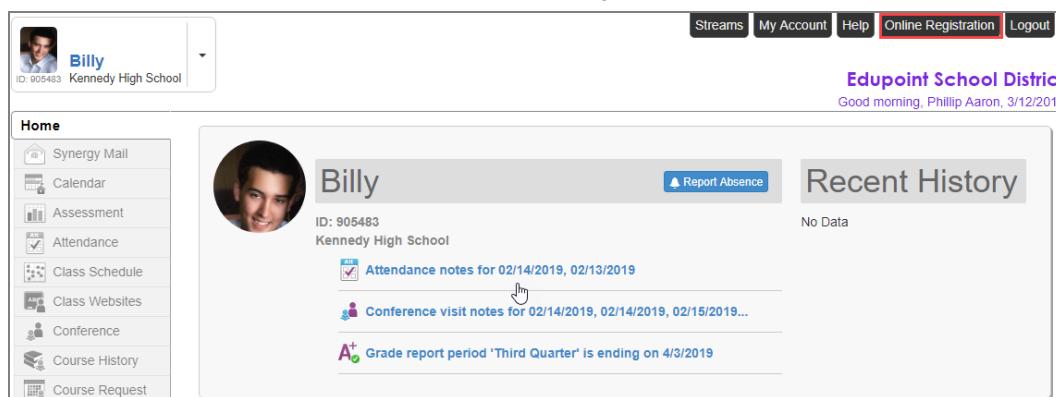
You have the option to register for the current school year or the next school year depending on the time of the year.

1. Log in to OLR in one of the following ways:

- Select the **Registration** tab or the **Online Registration** tab in ParentVUE.

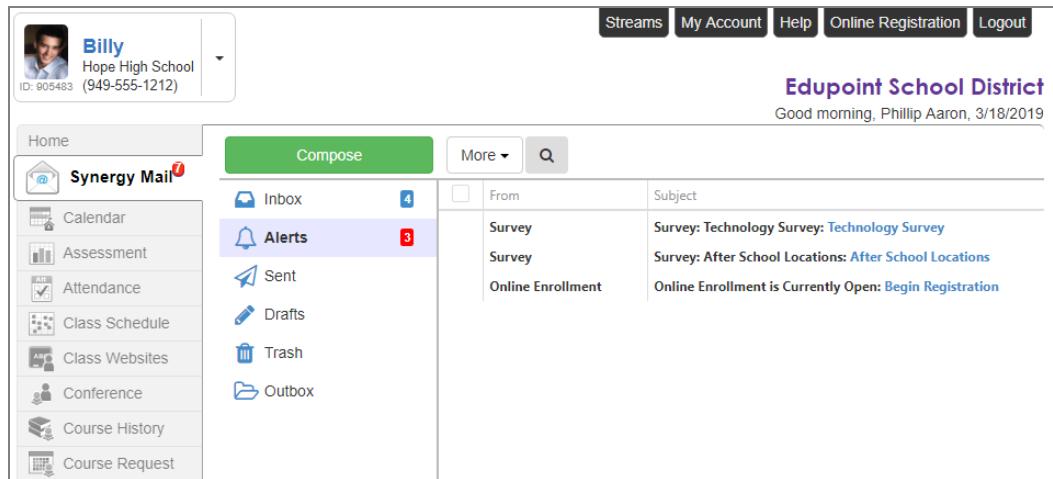


ParentVUE 1.0 Screen, Registration Tab



ParentVUE 2.0 Screen, Online Registration Tab

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

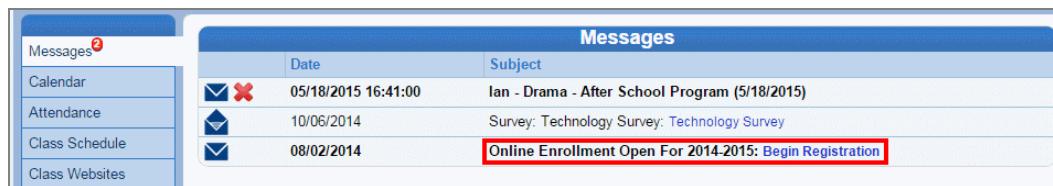


The screenshot shows the Synergy Mail interface within ParentVUE 2.0. On the left, a sidebar lists various links: Home, Synergy Mail (highlighted), Calendar, Assessment, Attendance, Class Schedule, Class Websites, Conference, Course History, and Course Request. The main area is titled "Edupoint School District" with the greeting "Good morning, Phillip Aaron, 3/18/2019". A "Compose" button is at the top. Below it is a search bar and a table with columns "From" and "Subject". The table contains three rows:

Survey	Survey: Technology Survey: Technology Survey
Survey	Survey: After School Locations: After School Locations
Online Enrollment	Online Enrollment is Currently Open: Begin Registration

ParentVUE 2.0, Synergy Mail Alerts Screen

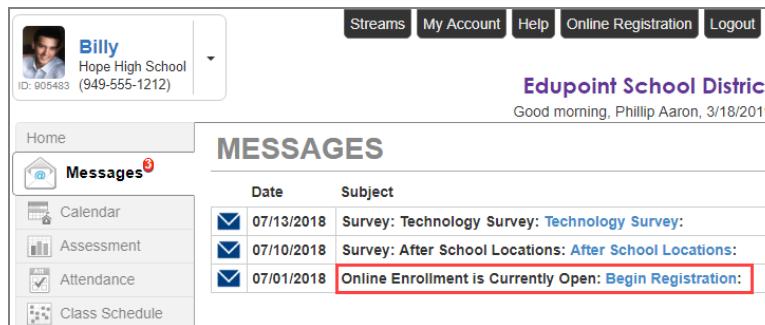
- Click the *Begin Registration* link in the open enrollment message on the Messages screen if you do not have Synergy Mail.



The screenshot shows the "Messages" screen in ParentVUE 1.0. On the left, a sidebar lists: Messages (highlighted), Calendar, Attendance, Class Schedule, and Class Websites. The main area is titled "Messages" with the heading "Date" and "Subject". It lists three messages:

05/18/2015 16:41:00	Ian - Drama - After School Program (5/18/2015)
10/06/2014	Survey: Technology Survey: Technology Survey
08/02/2014	Online Enrollment Open For 2014-2015: Begin Registration

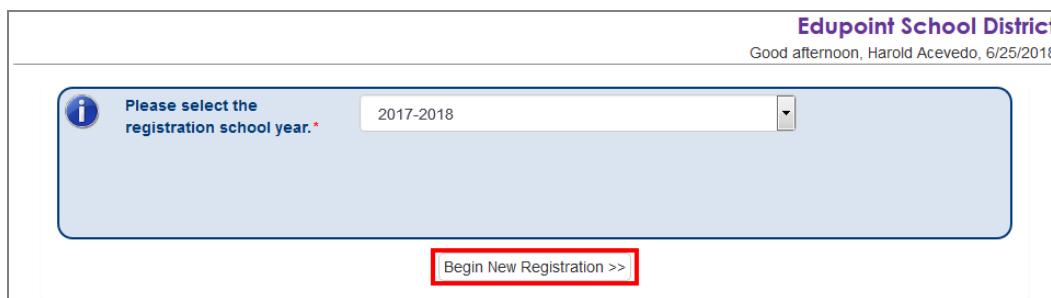
ParentVUE 1.0, Messages Screen



The screenshot shows the "MESSAGES" screen in ParentVUE 2.0. On the left, a sidebar lists: Home, Messages (highlighted), Calendar, Assessment, Attendance, and Class Schedule. The main area is titled "MESSAGES" with the headings "Date" and "Subject". It lists three messages:

07/13/2018	Survey: Technology Survey: Technology Survey:
07/10/2018	Survey: After School Locations: After School Locations:
07/01/2018	Online Enrollment is Currently Open: Begin Registration:

ParentVUE 2.0, Messages Screen

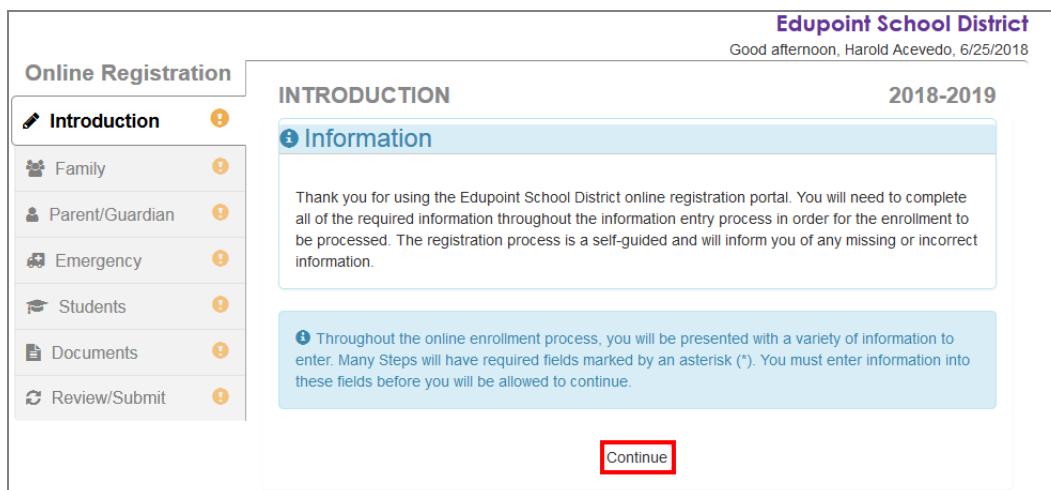
2. Click **Begin New Registration**.


Edupoint School District
Good afternoon, Harold Acevedo, 6/25/2018

Please select the registration school year.*

2017-2018

Begin New Registration >>

*Online Registration, Home Screen*3. Click **Continue**.


Edupoint School District
Good afternoon, Harold Acevedo, 6/25/2018

Online Registration

INTRODUCTION **2018-2019**

Information

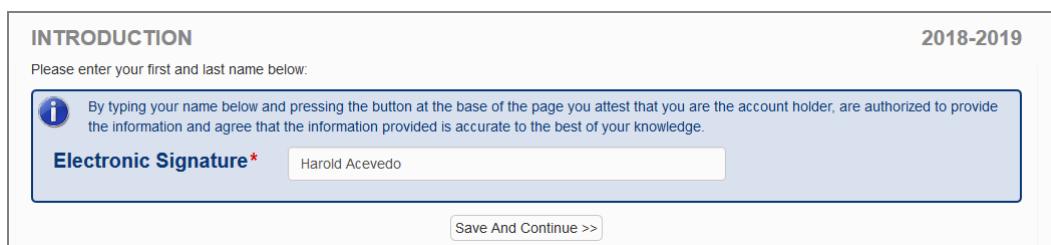
Thank you for using the Edupoint School District online registration portal. You will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed. The registration process is a self-guided and will inform you of any missing or incorrect information.

Throughout the online enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

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.



INTRODUCTION **2018-2019**

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature* Harold Acevedo

Save And Continue >>

Online Registration, Introduction Screen

5. Follow the prompts to complete the enrollment.

- A red asterisk (*) indicates required information.

First Name *	Harold
Middle Name	
Last Name *	Acevedo

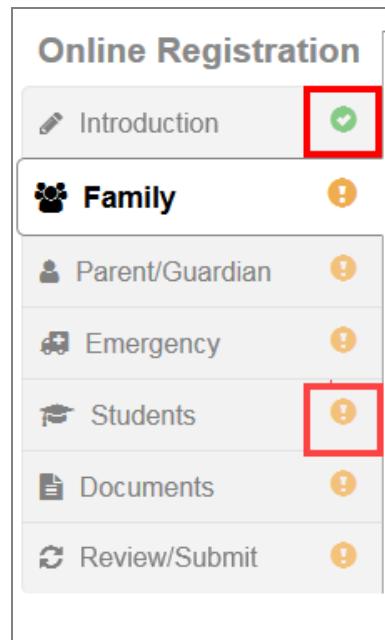
Online Registration, Student Screen

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



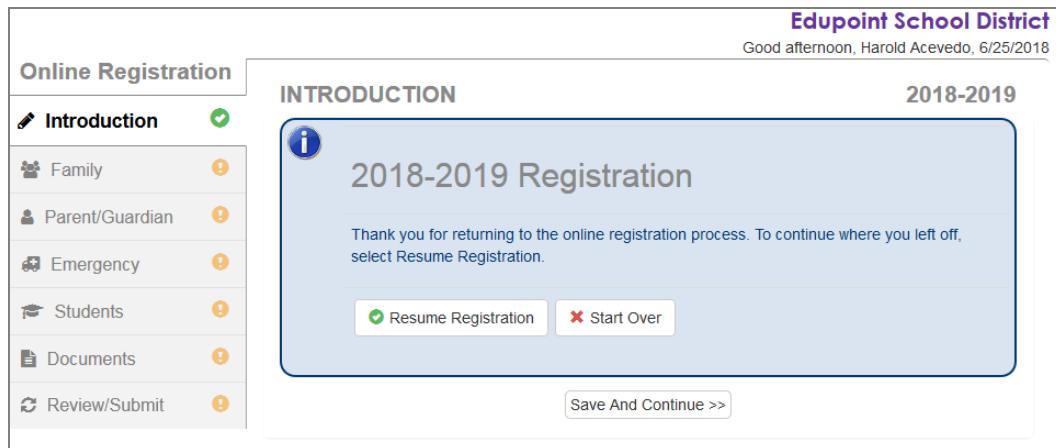
Online Registration, Progress Bar

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



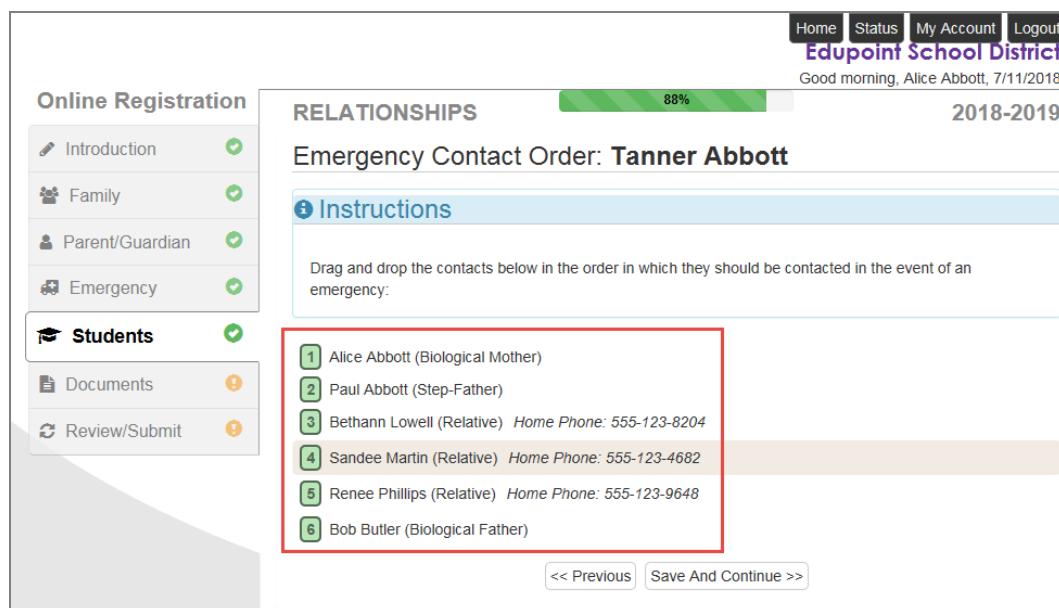
Online Registration, Navigation Menu

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



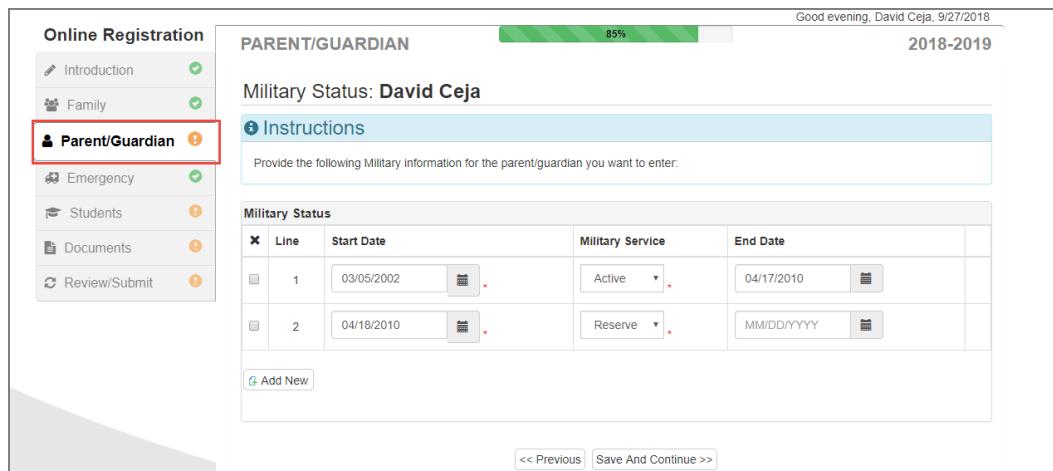
Online Registration, Introduction Screen

- 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.



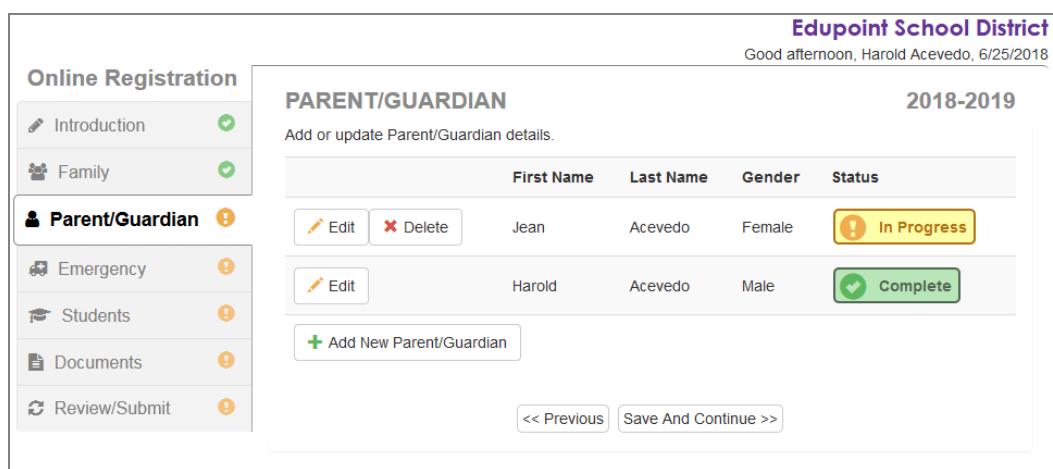
The screenshot shows the Synergy Online Registration interface. On the left, a sidebar lists steps: Introduction (green checkmark), Family (green checkmark), Parent/Guardian (highlighted with a red box), Emergency (orange exclamation), Students (orange exclamation), Documents (orange exclamation), and Review/Submit (orange exclamation). The main area is titled "PARENT/GUARDIAN" and shows "Good evening, David Ceja, 9/27/2018" and "2018-2019". It displays "Military Status: David Ceja" and "Instructions" asking for military information. A table titled "Military Status" shows two entries:

Line	Start Date	Military Service	End Date
1	03/05/2002	Active	04/17/2010
2	04/18/2010	Reserve	MM/DD/YYYY

Buttons at the bottom include "<< Previous", "Save And Continue >>", and a link to "Add New".

Online Registration, Parent/Guardian Screen

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



The screenshot shows the Edupoint School District Online Registration interface. The sidebar is identical to the Synergy one. The main area is titled "PARENT/GUARDIAN" and shows "Edupoint School District", "Good afternoon, Harold Acevedo, 6/25/2018", and "2018-2019". It displays "Add or update Parent/Guardian details." and a table:

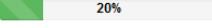
	First Name	Last Name	Gender	Status
	Jean	Acevedo	Female	
	Harold	Acevedo	Male	

Buttons at the bottom include "<< Previous", "Save And Continue >>", and a link to "Add New Parent/Guardian".

Online Registration, Parent/Guardian Screen

Select **No further information is known for this Parent/Guardian** when adding new parents/guardians to only enter the **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* Ian

Middle Name

Last Name* Acevedo

Gender

Education Level

Preferred language for written materials English

No further information is known for this Parent/Guardian.

[<< Previous](#) [Save And Continue >>](#)

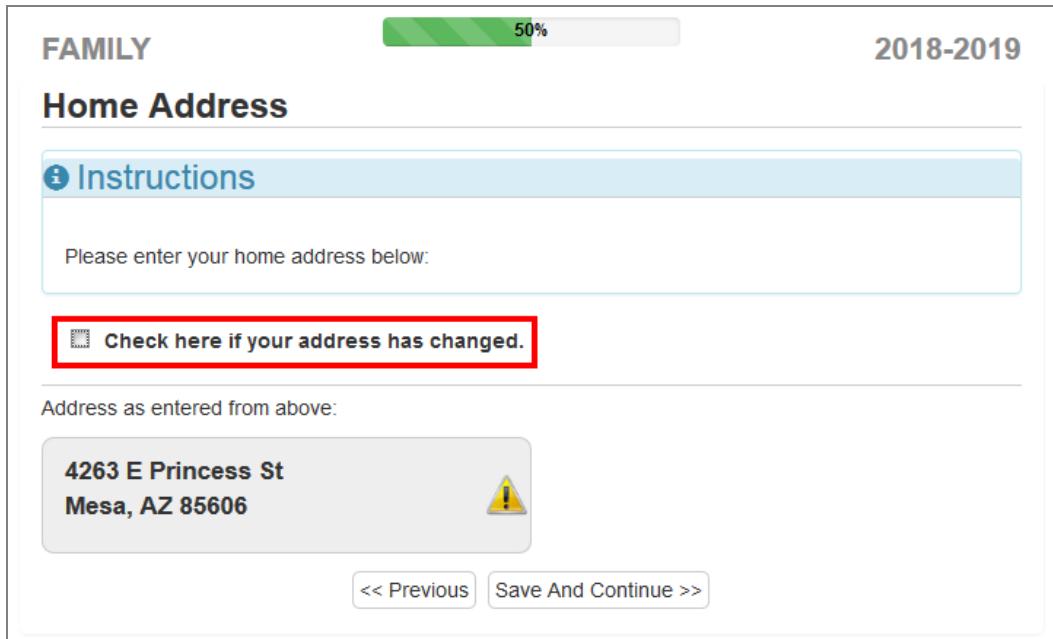
Online Registration, Parent/Guardian Screen

- 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.

STUDENTS		2018-2019		
Please add or update student details for each student you want to enroll:				
Students to enroll in 2018-2019				
	First Name	Last Name	Gender	Grade Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/> <input type="button" value="Delete"/>	Andrew	Acevedo	Male	12 ! In Progress
<input type="button" value="Add New Student"/>				
View-only access to students that will not be enrolled in this application:				
Students to exclude from 2018-2019				
	First Name	Last Name	Gender	Grade Reason
<input type="button" value="View"/> <input type="button" value="Include"/>	Jill	Acevedo	Female	04 You have excluded this student from the application on 6/25/2018 4:06:26 PM

Online Registration, Students Screen

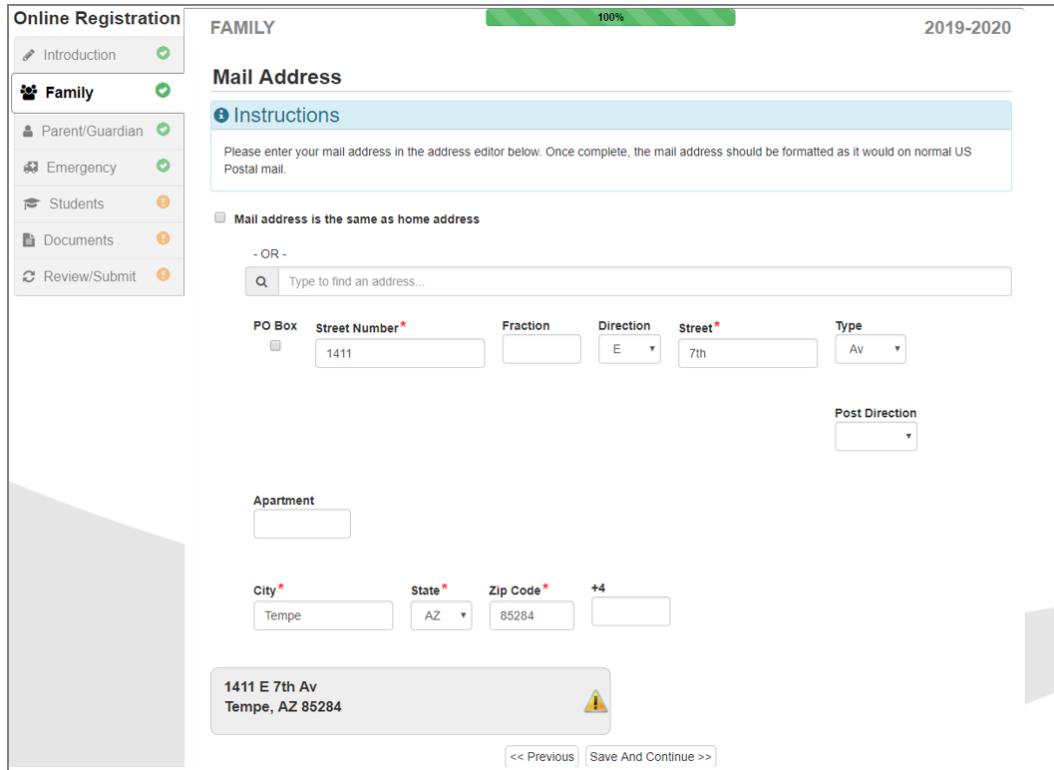
- You must set a **Primary Address** associated with a parent/guardian for each student.
- You can modify the address on the Home Address screen if your school allows re-enrollment and allows you to change your address.
 - a. Select **Check here if your address has changed.**



The screenshot shows a web-based form for entering family information. At the top, it says "FAMILY" and "2018-2019". A progress bar indicates "50%". Below this, the section title "Home Address" is displayed. An "Instructions" box contains the placeholder text "Please enter your home address below:". Underneath, there is a checkbox labeled "Check here if your address has changed.", which is highlighted with a red rectangular border. The address entered is "4263 E Princess St Mesa, AZ 85606". To the right of the address is a yellow warning icon with an exclamation mark. At the bottom of the screen are two buttons: "<< Previous" and "Save And Continue >>".

Online Registration, Family Screen

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



The screenshot shows the 'Online Registration' interface for the 'FAMILY' section. The left sidebar lists steps: 'Introduction' (green checkmark), 'Family' (green checkmark), 'Parent/Guardian' (green checkmark), 'Emergency' (green checkmark), 'Students' (orange exclamation mark), 'Documents' (orange exclamation mark), and 'Review/Submit' (orange exclamation mark). The main area is titled 'Mail Address' and shows the 'Instructions' step. It includes a note: 'Please enter your mail address in the address editor below. Once complete, the mail address should be formatted as it would on normal US Postal mail.' Below this are two options: 'Mail address is the same as home address' (unchecked) and '- OR -'. A search bar contains the placeholder 'Type to find an address...'. Below the search bar are fields for 'PO Box' (checkbox), 'Street Number*' (text input: 1411), 'Fraction' (text input: empty), 'Direction' (dropdown: E), 'Street*' (text input: 7th), 'Type' (dropdown: Av), and 'Post Direction' (dropdown: empty). An 'Apartment' field is also present. At the bottom, there are fields for 'City*' (text input: Tempe), 'State*' (dropdown: AZ), 'Zip Code*' (text input: 85284), and '+4' (text input: empty). A summary box at the bottom displays the address '1411 E 7th Av' and 'Tempe, AZ 85284' with a yellow warning icon. Navigation buttons at the bottom include '<< Previous' and 'Save And Continue >>'.

Online Registration, Family Screen

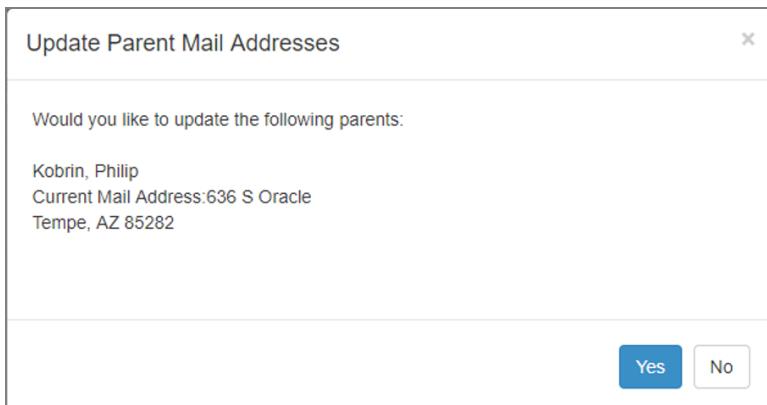
- c. Click **Save and Continue** to open the Update Parent Mail Addresses window.

- 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.

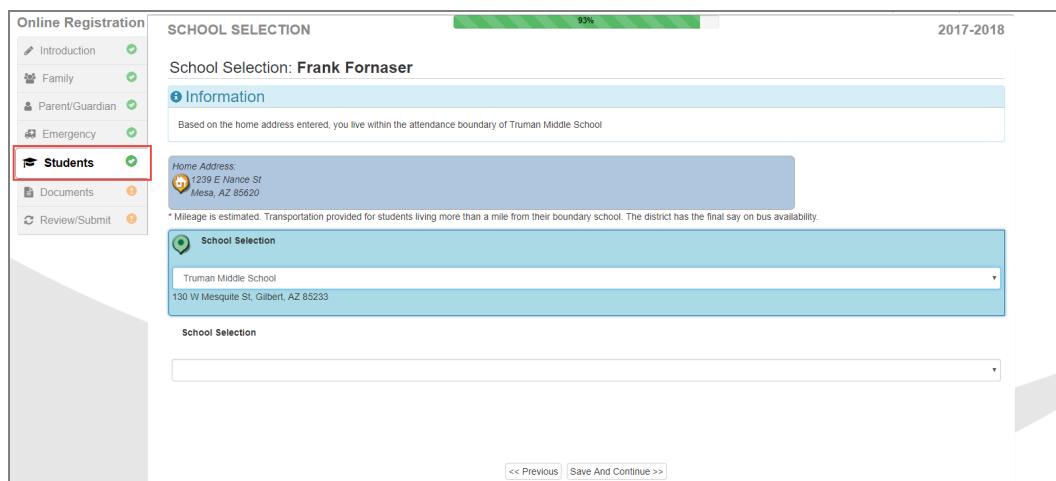
- Click **No** to not update the Mail Address of the non-enrolling parents or guardians.



The window title is "Update Parent Mail Addresses". The content asks, "Would you like to update the following parents?". It lists a parent named Kobrin, Philip with the address: Current Mail Address: 636 S Oracle, Tempe, AZ 85282. At the bottom right are "Yes" and "No" buttons.

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.



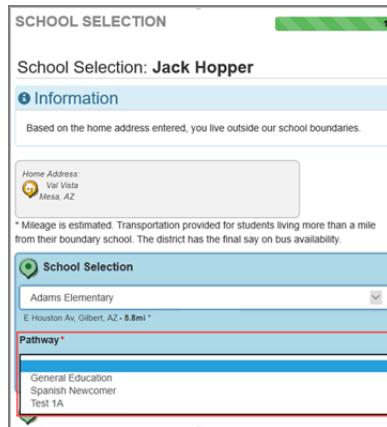
The screenshot shows the "SCHOOL SELECTION" step of the online registration process. The progress bar is at 93%. The year is listed as 2017-2018. On the left, a sidebar menu has "Students" highlighted with a red box. The main area shows "School Selection: Frank Fornaser" and "Information" section stating "Based on the home address entered, you live within the attendance boundary of Truman Middle School". Below is a "Home Address" section showing "1239 E Nance St, Mesa, AZ 85620". A note says "* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability." The "School Selection" dropdown is set to "Truman Middle School, 130 W Mesquite St, Gilbert, AZ 85233". At the bottom are "School Selection" and "Save And Continue" buttons.

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.

Parent/Guardian Relationships: Jane Acevedo

Instructions

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp
Biological Motl	Jean	Acevedo	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- OR -											
<input type="checkbox"/> No Relationship											
Biological Fath	Harold	Acevedo	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Online Registration, Parent/Guardian Relationships Screen

- 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/Guardian Relationships: **Jane Acevedo**

Instructions

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Biological Motr	Jean	Acevedo	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- OR -										
<input type="checkbox"/> No Relationship										
Biological Fath	Harold	Acevedo	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Online Registration, Parent/Guardian Relationships Screen

1. 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: Billy Abbott

Student Bus Transportation Needed

Pick-up

Responsible Person	Kathleen Aaron
Phone	(480) 555 - 1234

Pick-up address same as home address

1955 S Val Vista Dr
 Mesa, AZ 85204

Drop-off

Responsible Person	Phillip Aaron
Phone	(480) 555 - 5555

Drop-off address same as home address

1955 S Val Vista Dr
 Mesa, AZ 85204

Special Transportation Requirement

<input type="checkbox"/> A/C
<input type="checkbox"/> Ramp
<input type="checkbox"/> Seat Belts

Online Registration, Transportation Screen

2. **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.

DOCUMENTS

Family

Primary 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

Primary 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 Screen

3. **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**.

REVIEW/SUBMIT

2018-2019

 Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below.

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
 Ready To Submit		Ian 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  Review

Online Registration, Review/Submit Screen

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



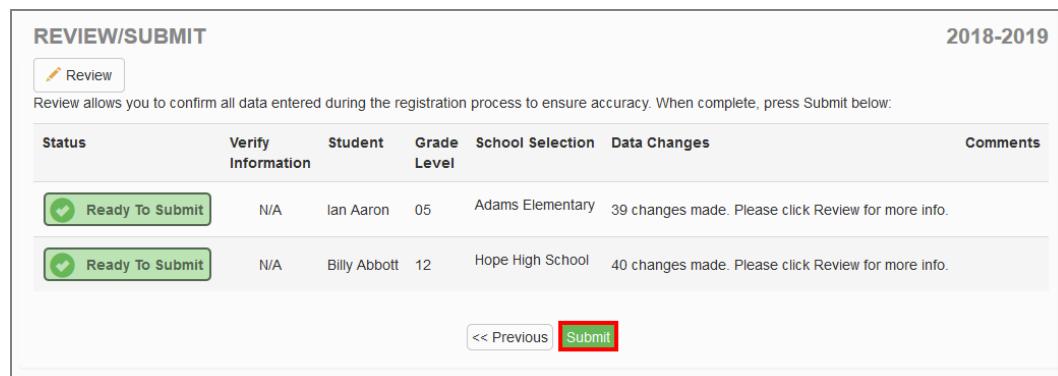
Discipline History

Student has no disciplinary history

<< Previous

Online Registration, Review Screen

- Click **Submit**.



Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	N/A	Ian 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 **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.

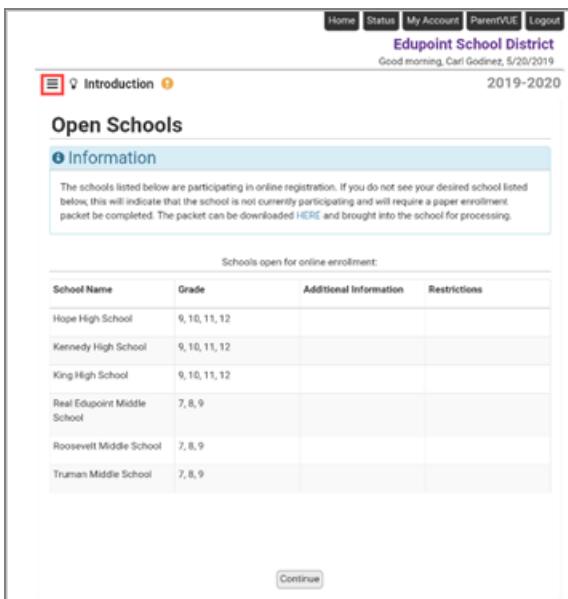
You must have the minimum versions for ParentVUE and StudentVUE applications.



- ParentVUE – Version 5.3.11
- StudentVUE – Version 5.3.12

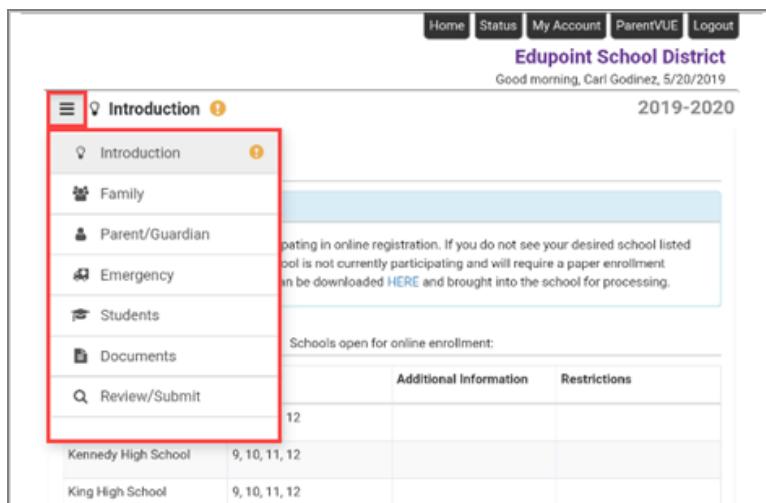
OLR Menu Icon

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 .

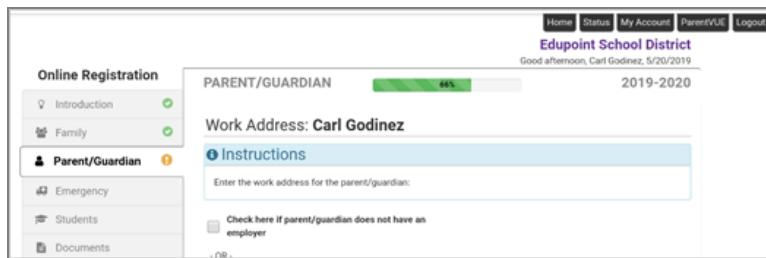


Online Registration Home Screen

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.

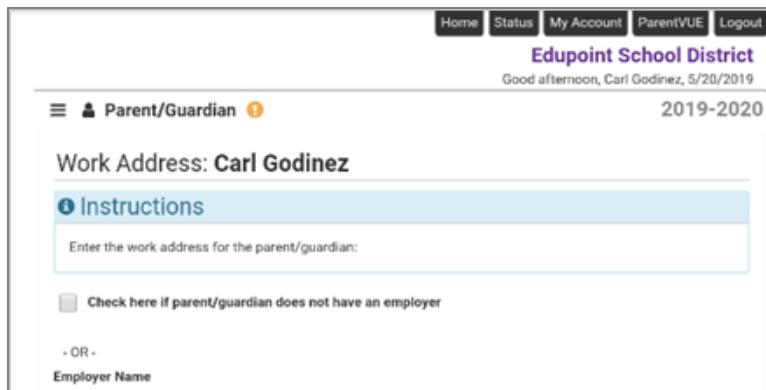
- With the progress bar



The screenshot shows the 'Online Registration' page for a 'Parent/Guardian'. On the left, there's a sidebar with navigation links: 'Introduction' (green dot), 'Family' (green dot), 'Parent/Guardian' (orange dot), 'Emergency' (grey dot), 'Students' (grey dot), and 'Documents' (grey dot). The main area displays the 'Work Address' field with the value 'Carl Godinez'. Below it is an 'Instructions' section with a text input field and a checkbox for 'Check here if parent/guardian does not have an employer'. A progress bar at the top indicates 66% completion. The header includes the school district name 'Edupoint School District' and the date 'Good afternoon, Carl Godinez, 5/20/2019'. The year '2019-2020' is also present.

Online Registration, Parent/Guardian Screen

- Without the progress bar

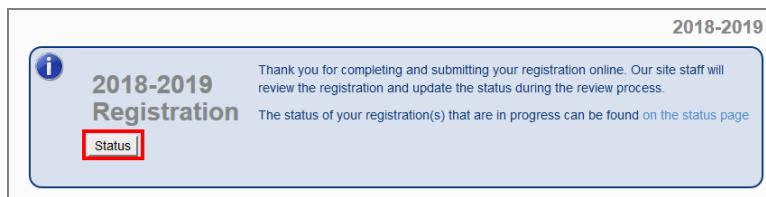


This screenshot shows the same 'Online Registration' page for a 'Parent/Guardian' but without the progress bar. The layout is identical to the previous one, with the sidebar, address entry, instructions, and other UI elements. The header information ('Edupoint School District', date, year) is also present.

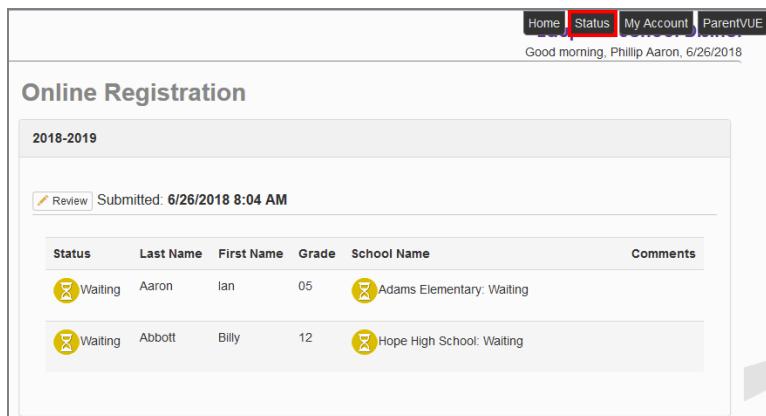
Online Registration, Parent/Guardian Screen

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



The screenshot shows the "Online Registration" screen with the "Status" tab selected. At the top, it says "Good morning, Phillip Aaron, 6/26/2018". Below that is a table with the following data:

Status	Last Name	First Name	Grade	School Name	Comments
Waiting	Aaron	Ian	05	Adams Elementary	: Waiting
Waiting	Abbott	Billy	12	Hope High School	: Waiting

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.