Create Account

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

1. Log on to the Online Registration Account Access screen.
2. Click the link under **Create a New Account**.

Online Registration Login Screen

3. Complete the steps of the new account creation process.
4. Click **Submit** and close your browser window. A confirmation message is sent to your email account, which contains a link that allows you to complete the account creation process.

Online Registration Confirmation Message

5. Click the link in the email. The Complete Account Creation window displays.

   a. (Optional) Change your **User ID**, if desired. The default is your email address.
   b. Enter a **Password**.

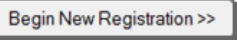c. Enter the password again in **Confirm Password**.

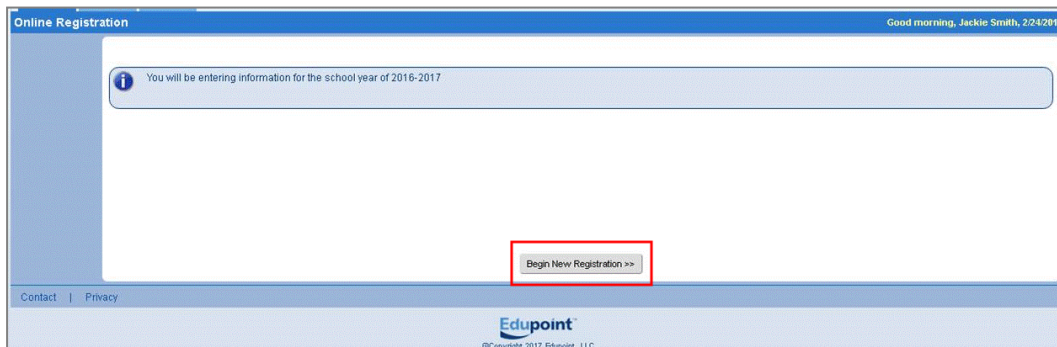*Online Registration, Account Creation Screen*

6. Click **Save and Continue**.

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 New Registration >>].

Online Registration Screen, Home Page

Current School Year or Next School Year

1. Select a school year.

2. Click [Begin New Registration >>]. The Introduction displays.

Online Registration Screen, Home Page

Online Registration Screen, Introduction Page

3. Click **Continue**.

4. Enter your name to indicate that you are the account holder.

Online Registration Screen, Introduction Page

5. Follow the prompts to complete the enrollment.
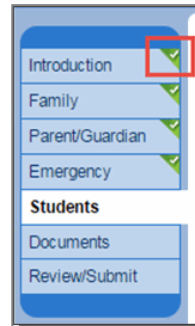
   • A red asterisk indicates the information is required before proceeding.

Online Registration Screen

- A progress bar displays as you advance through a section.
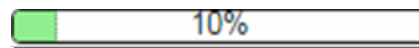
Online Registration Progress Bar

- When a section is complete, it is designated by the green check mark.

Online Registration Navigation Menu

- To stop the enrollment process and log out, the information saves and you may pick up where you left off ❶ or you may start over ❷.
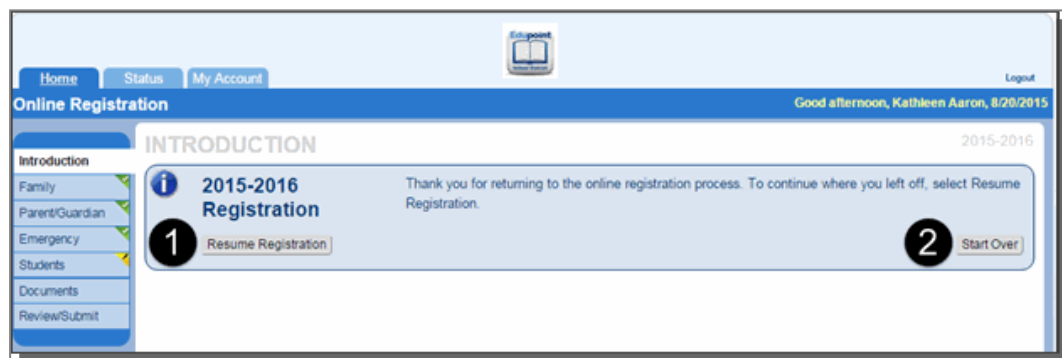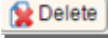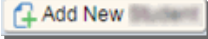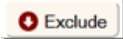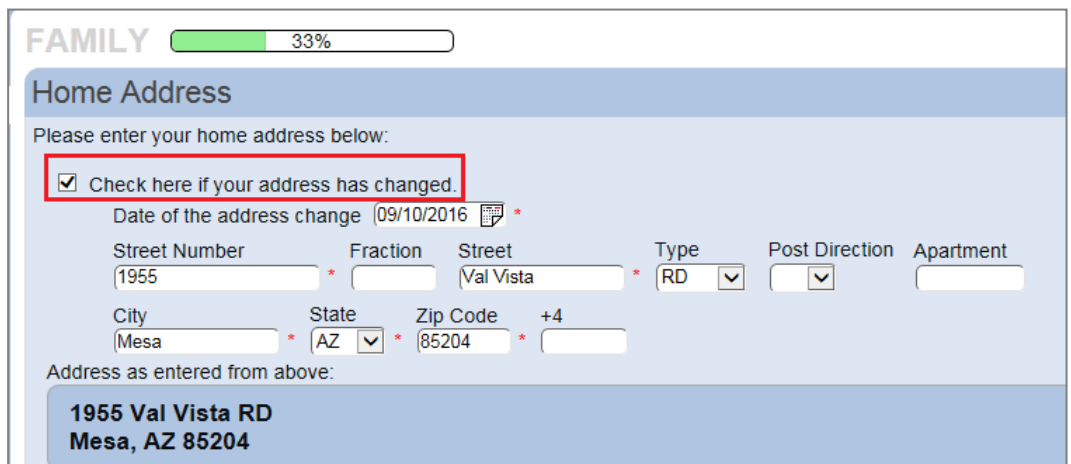

Online Registration Screen, Introduction Page

- On screens that list parents/guardians, students, and emergency contacts:
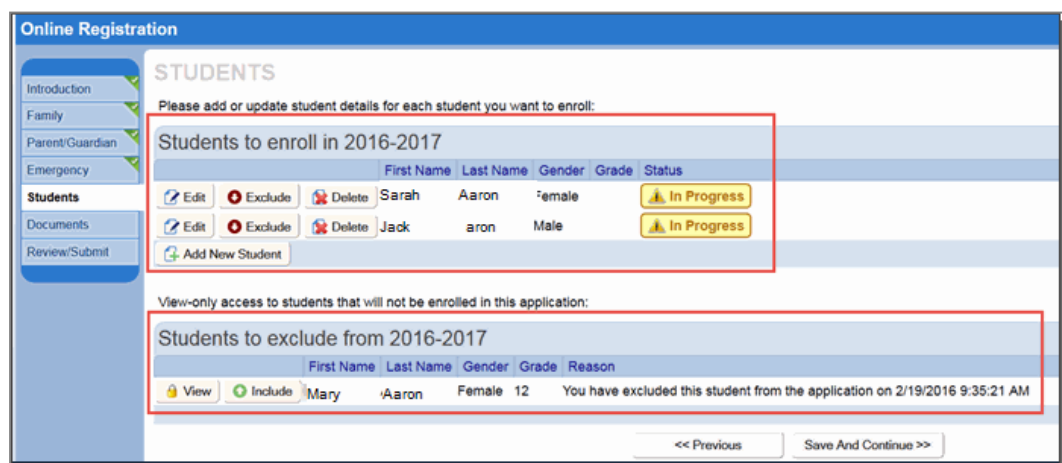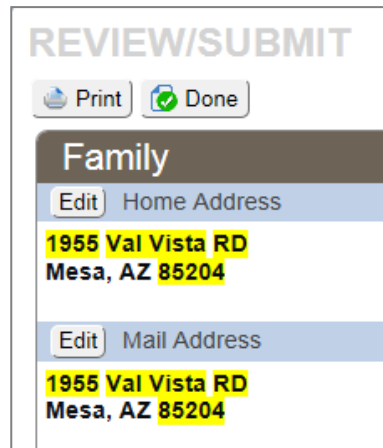

Online Registration Screen, Students Page

- Click [⚠ In Progress] to complete the information.
- Click [✎ Edit] to edit the information

- Click ![Delete] to delete the person from the registration.
- Click ![Add New Student] to add another person's information. This displays only if your district allows new enrollments. If your district only allows reenrollments, **Add New Student** does not display.
- When ![Complete] displays for all, click **Save and Continue** to move to the next screen.

- When entering students, the options available are different depending on your district setup:

  - Allows new enrollments and reenrollments
  - Does not allow new enrollments
  - Only allows new enrollments
  - The buttons displayed vary based on the if the student is included or excluded from online registration.

    - Click ![Include] to include an excluded student.
    - Click ![Exclude] to exclude an included student
    - Click ![View] to view an excluded student.

- If your school allows reenrollment and allows you to change your address during reenrollment, the Home Address page provides you this option.

  - You must select this option to change the address.
  - All fields with red asterisks (*) are required.
  - A new date field appears when you select this option.

    - Your district may require the date field.

Online Registration Screen, Family Page

- The Review/Submit screen highlights the change in the address fields.
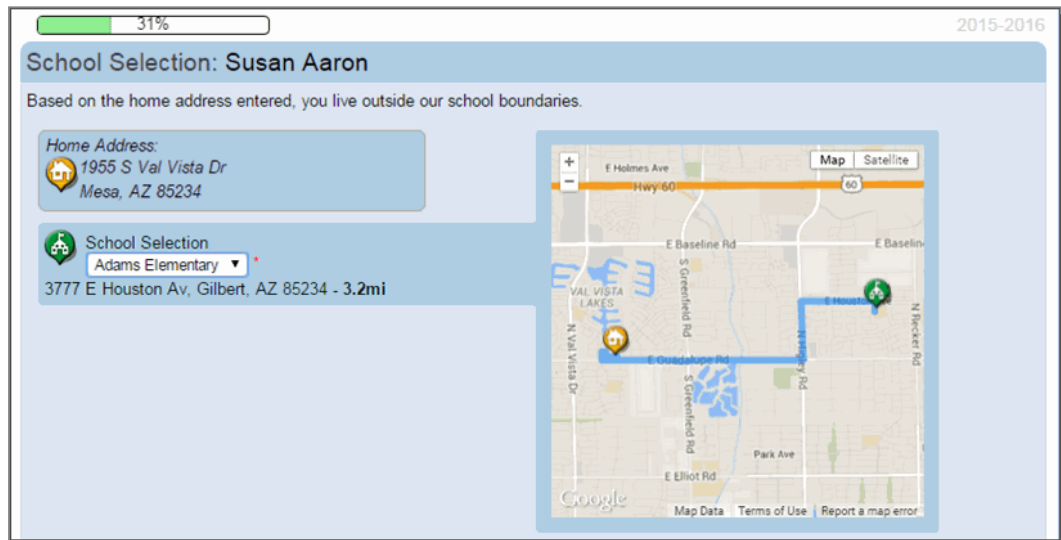
Online Registration Screen, Review/Submit Page

- If your school district allows open enrollment, the School Selection page displays to allow you to apply to the school of your choice.
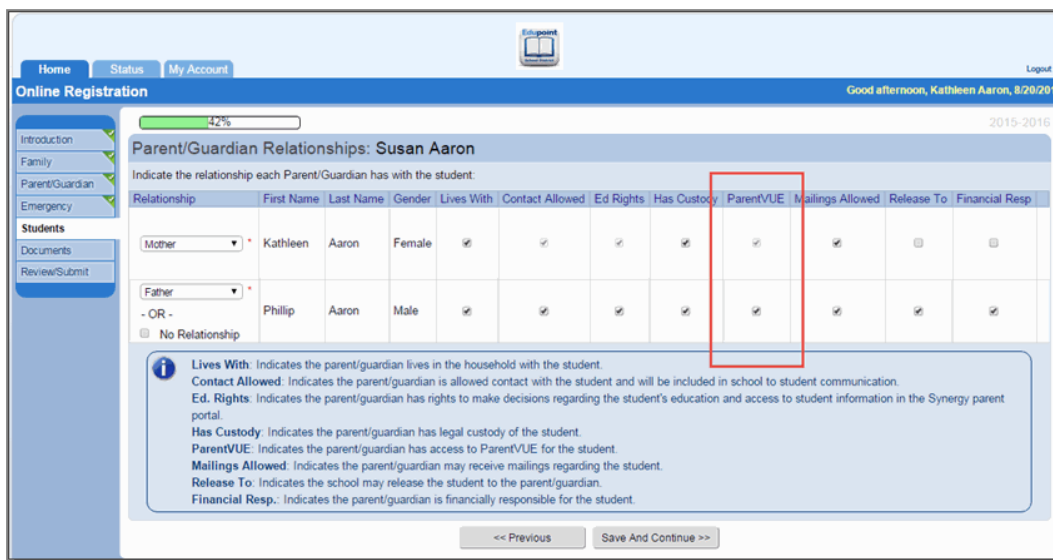
Online Registration Screen, School Selection Page

There are a few tools to help you make your selection.

- - Use to enlarge or reduce the map for better viewing
- - Hover over to display the name of the school
- - Indicates your address
- - Indicates the current school selection
- - Indicates other school choices available
- The distance from your address is indicated on the screen

- On Parent/Guardian Relationships screen when completing information for students, there are two options for indicating which relationships have access to ParentVUE.

  - If the **ParentVUE** column displays, use this column to indicate which relationships have access to the student's records in ParentVUE.

Online Registration Screen, Parent/Guardian Relationships Page

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

> Synergy SIS automatically provides access to the enrolling parent or guardian.

Online Registration Screen, Parent/Guardian Relationships Page

6. (Optional) Select the **Transportation** page. You can select **Student Bus Transportation Needed** or skip this module entirely. Selecting this option provides additional fields for input.

   - **Responsible Person** and **Phone**
   - **Pick-up** and **Drop-off Address**

- **Special Transportation Requirement**

Online Registration Screen, Transportation Page

7. Select the **Documents** page. Online Registration lists all 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.
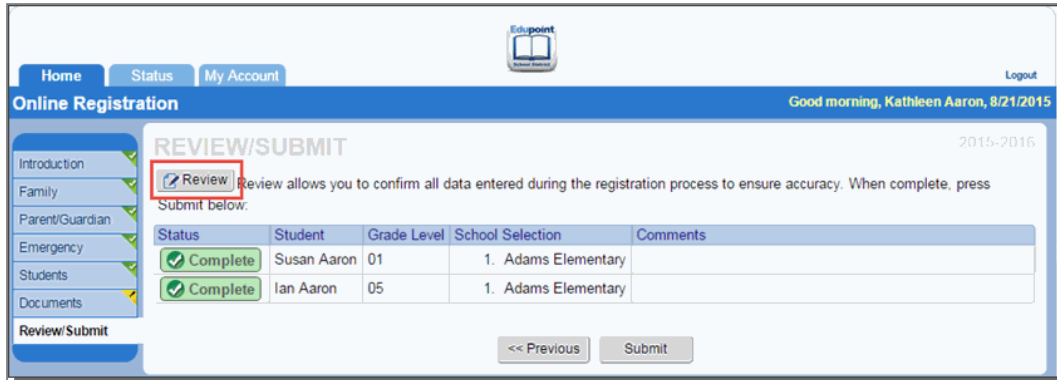
Online Registration Screen, Documents Page

8. When finished with the enrollment, click **Review** to confirm all data entered during the registration process is accurate. Click **Print** to print a copy of the enrollment information that you entered.

Online Registration Screen, Review/Submit Page
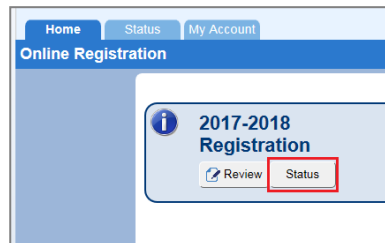
9. Click **Done**, when finished.

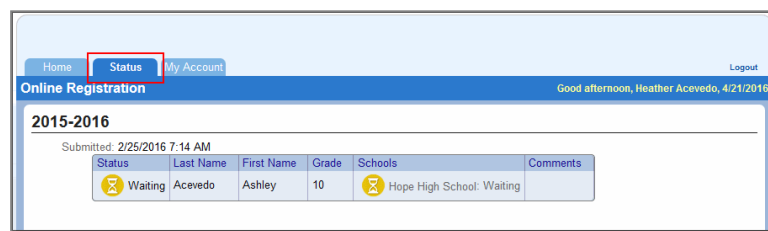*Online Registration Screen, Review/Submit Page*

10. Click **Submit**.

After submitting the completed registration, your school district reviews the information and determines whether to accept it or not.

To view the status of the application, log in to ParentVUE and click the **Status** tab or click the **Status** button.
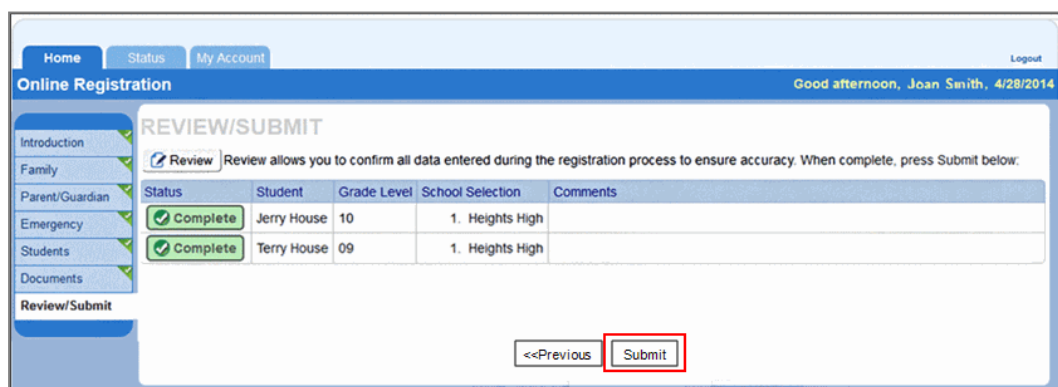

Online Registration Screen, Home Page

Online Registration Screen, Status Tab

At this stage of the process, you can only review the registration data. 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.

Online Registration Screen, Review/Submit Page