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.

3. Click Continue.

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

5. Follow the prompts to complete the enrollment.
   - A red asterisk indicates the information is required before proceeding.
- 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 1 or you may start over 2.

![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](image) to delete the person from the registration.
- Click ![Add New Student](image) 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](image) 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](image) to include an excluded student.
    - Click ![Exclude](image) to exclude an included student
    - Click ![View](image) 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.
- The Review/Submit screen highlights the change in the address fields.

![Review/Submit Screen](image)

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.

![School Selection Screen](image)

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.

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.

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
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.
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.

9. Click Done, when finished.
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.

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.