



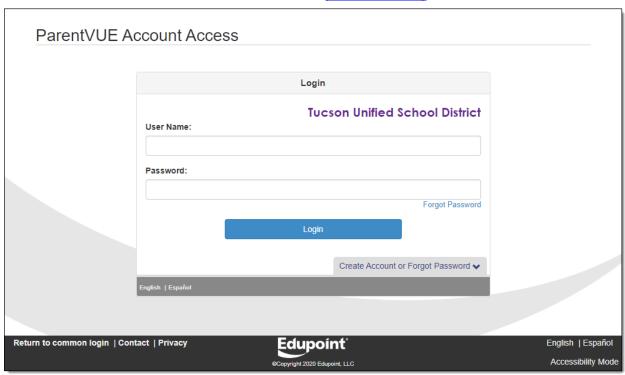
ParentVUE Basics: Activation and Use

Before You Start

- You can access ParentVUE through a web browser on any computer.
- There is also a ParentVUE app you can download for any mobile device. Just search for "ParentVUE" in the app store for your mobile device and download it for free.
- Initial account activation can be performed either through the ParentVUE website using a web browser or using the ParentVUE mobile app.
- ParentVUE allows you to view information about your children who are currently attending TUSD schools. Access attendance, grades, and homework information.
- Before you can sign on to ParentVUE, the school your child attends must generate an activation key for you to sign on initially.

Note: Screen illustrations in this document reflect the ParentVUE interface accessed through a web browser.

ParentVUE Online: parent.tusd1.org



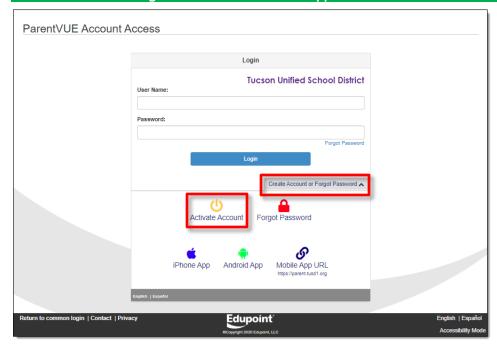
If you have already activated your account, enter your **User Name** and **Password** and click **Login**. Proceed to <u>ParentVUE Home Page</u> (p. 7) to start exploring.

If you need to activate your account, just proceed to the next page.

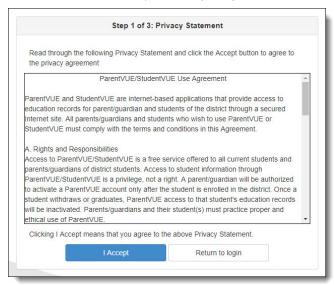
Initial Sign On/Account Activation

1. On your computer, open your web browser and navigate to the TUSD ParentVUE web address. The first time you sign on, you will need to use your activation key to create your account.

Initial account activation can be performed through the ParentVUE website using a web browser or through the ParentVUE mobile app.

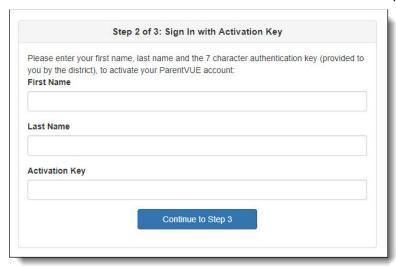


- 2. Click Create Account or Forgot Password to expand the options.
- 3. Click Activate Account.
- 4. In the next screen you'll be prompted to read and accept a privacy statement.



5. Click I Accept to proceed

6. You'll advance to the next screen in the account activation process.



7. Type your First Name, Last Name and Activation Key.

IMPORTANT: Type your name exactly as it appears on the printed sheet with your activation code.

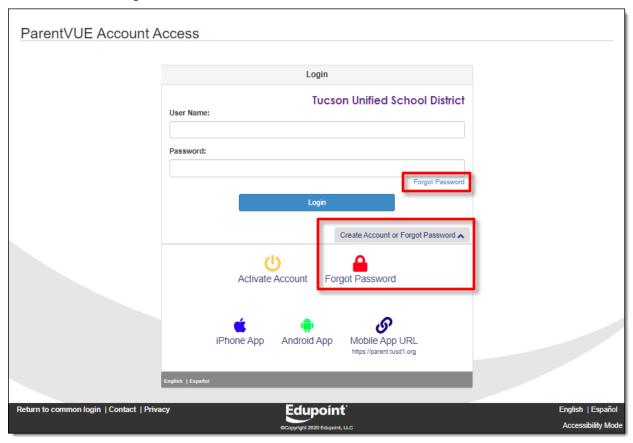
- 8. Click Continue to Step 3.
- 9. In the next screen, type a User Name and a Password.



- 10. Confirm your password by typing it again.
- 11. Enter your Primary E-Mail address.
- 12. Click Complete Account Activation. The ParentVUE home screen appears.
- 13. Your account has been created! Once you sign out and later want to sign in again, you will just enter your **User Name** and **Password** and click **Login**.

Forget Your Password?

1. If you forget your password, you can either click **Forgot Password** near the **Login** button or click **Create Account or Forgot Password** to expand the options and then click **Forgot Password**.



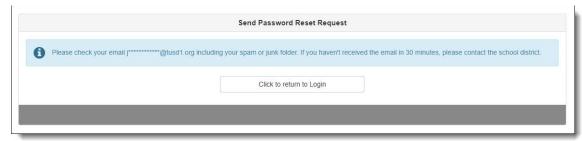
2. You'll be prompted to enter the primary email you set up for the account or your user name for the account.



Note: If you no longer have access to the email account you set up for your ParentVUE account, you will need to contact your child's school to have them reset your password. The school can also look up your user name for the account.

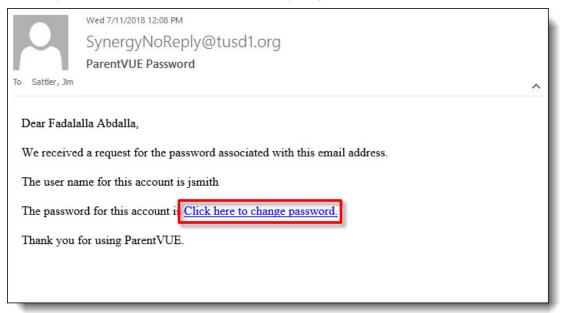
3. Click Send Email.

4. A message appears letting you know that an email has been sent to you



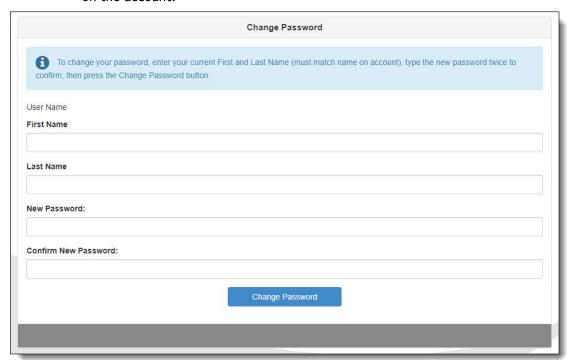
5. Check your email for the ParentVUE Password message. If the message doesn't appear in your inbox, check your spam/junk email folder or, if you use Gmail, your All Mail folder as well.

Password Email Not Received: If you did not receive a password change email, contact your child's school to have them reset your password.



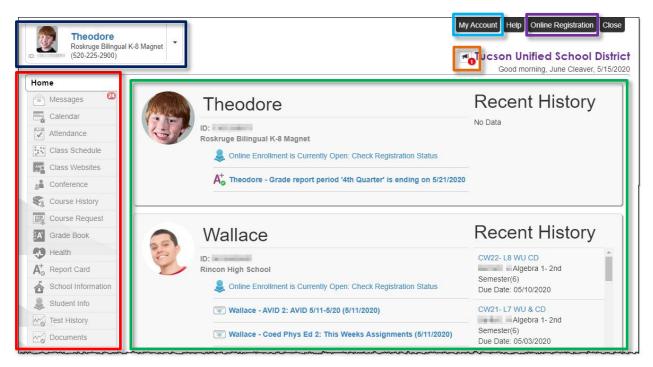
6. Click the link to change your password.

7. In the Change Password screen, enter your First Name and Last Name as they are on the account.

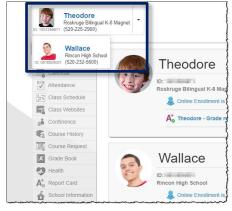


- 8. Enter a new password and then enter it again to confirm.
- 9. Click Change Password.
- 10. You can now sign on with your new password.

ParentVUE Home Page



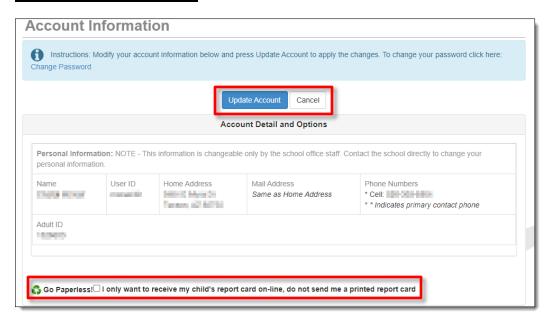
- Navigation Bar: Left side of screen. Click an area of information for selected child see Navigation Bar on p. 10).
- Recent Events: Main area. Grading period dates, conference events, school events, attendance notes.
- District Announcements: Click icon to view announcement.
- Children Actively Enrolled: Click the drop-down to select a child and view his/her information.
- My Account: Click to view ParentVUE account information (see <u>ParentVUE My Account Page</u> on p. 8).
- Online Registration: Access online registration. Online Registration Instructions are available at the following link:



http://tusd1.schooldesk.net/Portals/TUSD1/District/docs/Dist%20Info/Registration/ParentVUEOnlineRegistration.pdf

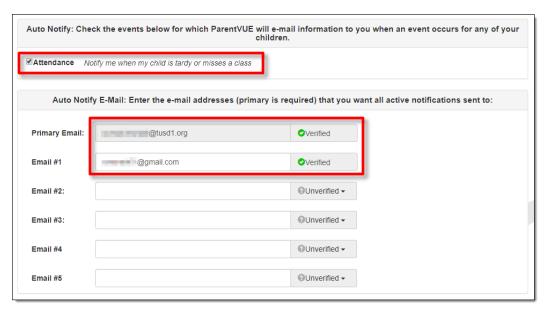
ParentVUE My Account Page

Personal Information



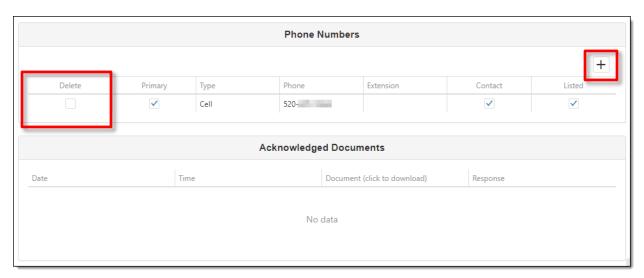
- This information is changeable only by the school office staff. Contact the school directly to change your personal information.
- Use the **Update Account** if you change any of the information below your **Personal Information** or use the **Cancel** button if you decide not to make the change.
- The Go Paperless checkbox lets you opt to receive online report cards only.

Auto Notify



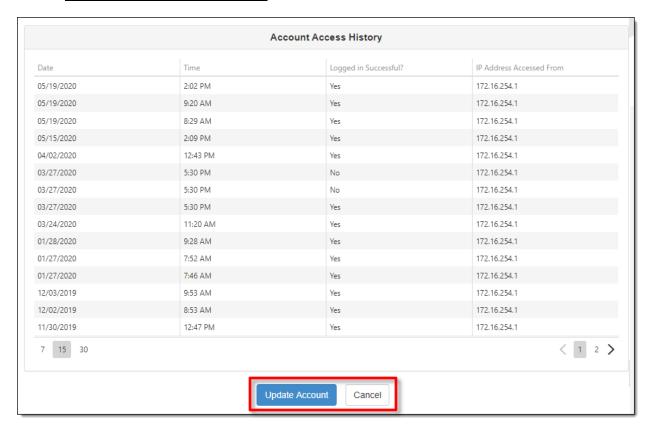
 The Auto Notify Attendance checkbox lets you opt in or out. Auto Notify Email addresses can be added or updated and Verified

Phone Numbers/Acknowledged Documents



- Phone numbers can be changed, added, or deleted. Use the Plus Sign (+) to add.
 Use the Delete checkbox to delete.
- Review any Acknowledged Documents.

Account Access History



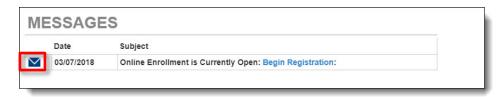
- You'll find date and time records for when you accessed ParentVUE.
- Update Account and Cancel buttons are also available at the bottom of the page.

Navigation Bar

<u>Home</u>

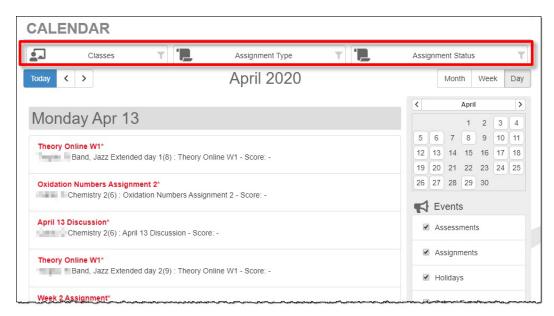
Returns you to the Home screen.

Messages



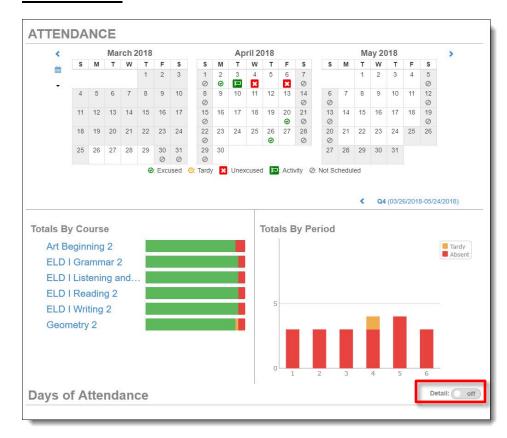
Click the envelope icon to view message content.

<u>Calendar</u>

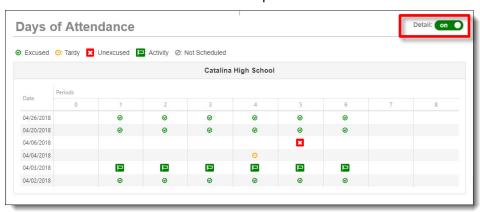


Click a calendar item to view more detail. There are also filters at the top so you can select a particular class, type of assignment, or status of assignment to limit the amount of information that appears. You can select from Month, Week, and Day views.

Attendance

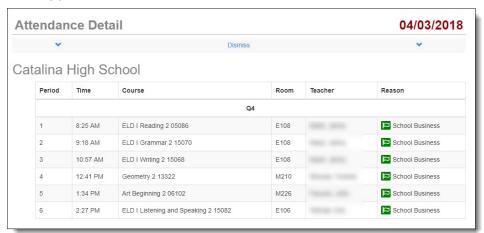


Detail Toggle: Anytime you see the **Detail** toggle, you can click it on for more detail or off for less. Hover over an icon for a description.



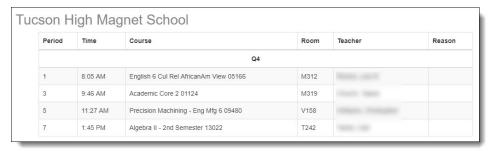
Attendance Detail

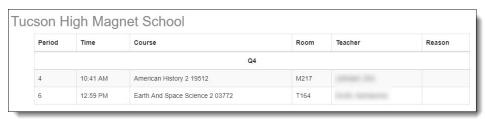
When you click a date in the calendar, **Attendance Detail** expands below the calendar, showing periods, times, teachers, and courses



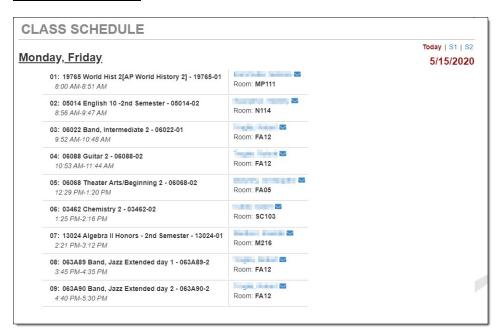
Period Rotation

Some schools are on a period rotation schedule and different classes are held on different days. In that case when you click an attendance date, the **Attendance Detail** displays the courses for that day.

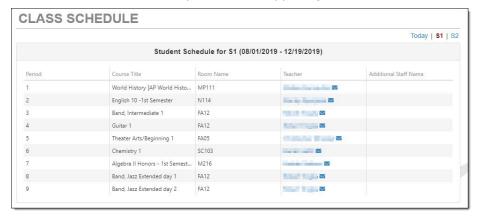




Class Schedule



View the student's **Class Schedule**. The schedule for the current day is the default. Click a **Quarter** or **Semester** period in the upper right to view that schedule.

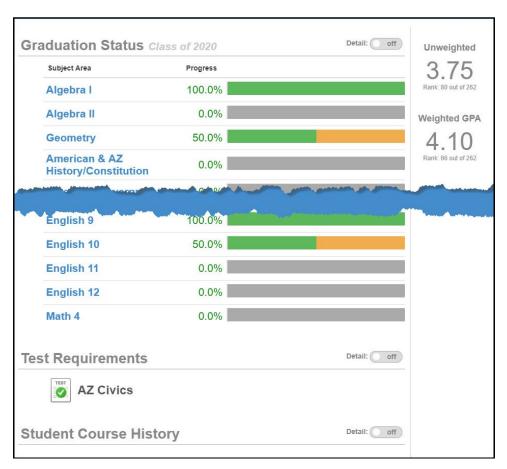


Class Websites



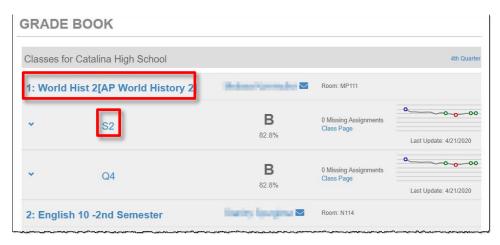
Teachers may use **Class Websites** to provide additional class information including **Announcements**, **Homework**, **Classroom Documents**.

Course History



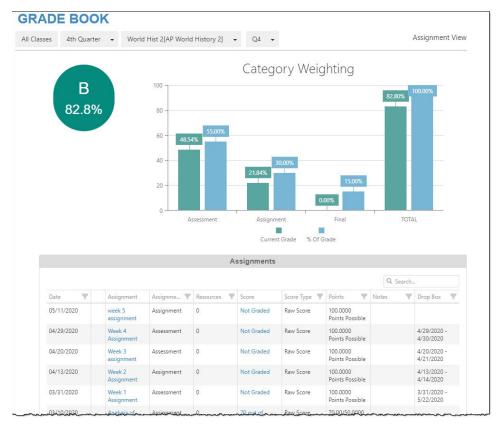
View progress toward graduation as well as **Test Requirements** and **Student Course History**. Use the **Detail** on/off toggle to view more detailed information.

Grade Book



View class performance and assignment information. Click the class name or the grading period (quarter/semester).

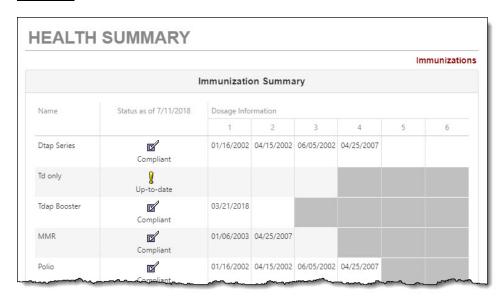
Assignments for the class and graphical information are then displayed. Click an assignment to view details. Use the drop-down options at the top to select a different class or grading period.



Click the **Expand** arrow on the left to view additional graphical detail.

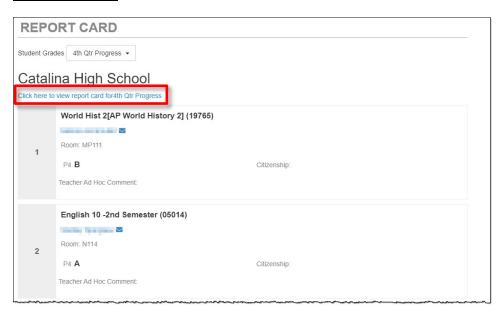


Health



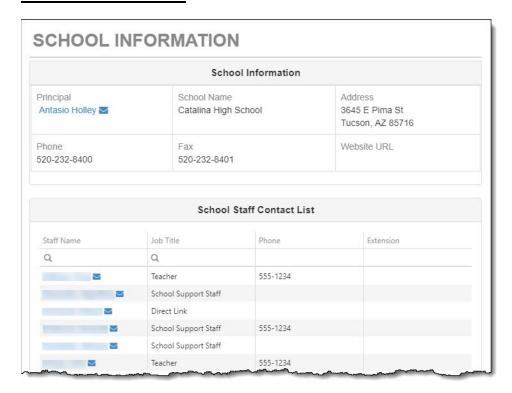
View immunization status.

Report Card



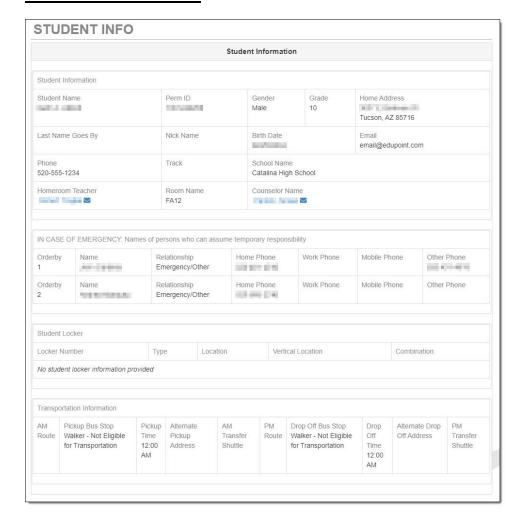
When report cards are ready, you can download a PDF version. Use the grading period drop-down to select a prior grading period.

School Information



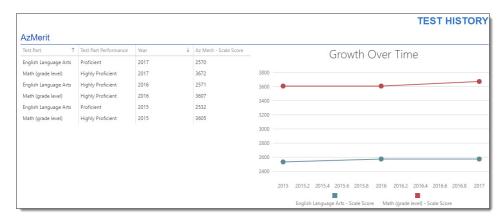
View school contact information.

Student Information



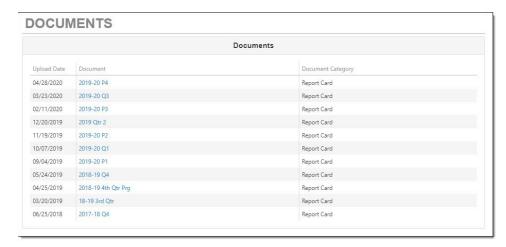
Review your child's information to make sure it is correct. If you find anything that needs to be changed, notify the school or go to the Online Registration tab at the top of ParentVUE and update information.

Test History



Currently this screen displays AzMerit scores.

Documents



You can access report cards from previous years. Just click the item in the **Document** column.