

How to activate and use your ParentVUE account

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How do I activate my ParentVUE account for the first time?

To access ParentVUE, parents will need to activate a new parent portal account. In order to activate your account, parents will receive an account activation letter that includes a unique Activation Key or URL necessary for setting up a ParentVUE account. If you are a new parent who has never enrolled a student at Elgin School before, you will need to contact the school directly before receiving a ParentVUE account.

Mailer Activation Directions

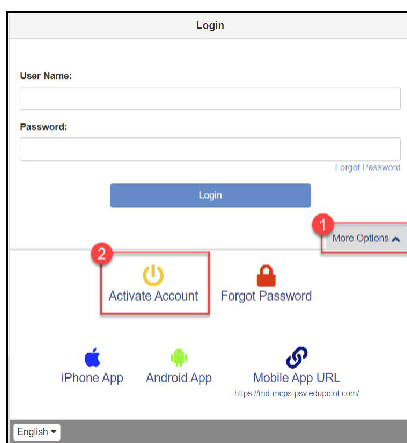
Step 1:

Navigate to

https://sonoita.apscc.org/pxp2_login_parent.aspx?regenerateSessionId=True®enerateSessionId=True

Step 2:

In the lower right hand corner of the login page, click “**More Options**” and then select “**Activate Account**”



Step 3: Review the **Privacy Statement** and click “**I Accept**”

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Clicking I Accept means that you agree to the above Privacy Statement.

Step 4: Enter your **First Name**, **Last Name** and the **Activation Key** exactly as they appear in your account activation letter, then click “**Continue to Step 3**”

Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

Last Name

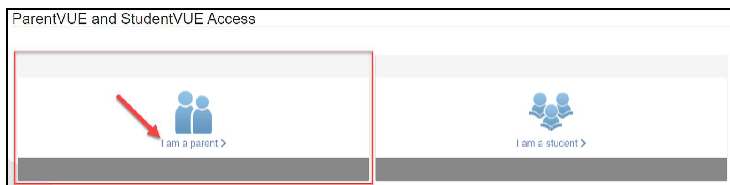
Activation Key

How do I access ParentVUE after activating my account?

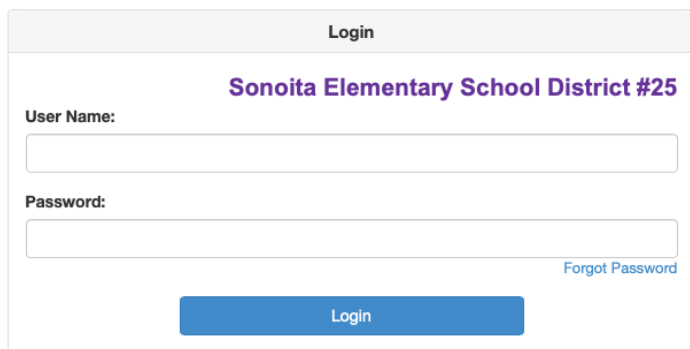
To access ParentVUE again after you have activated your account:

1. Navigate to
https://sonoita.apsc.org/PXP2_Login_Parent.aspx?Logout=1®enerateSessionId=True&Logout=1®enerateSessionId=True

2. If prompted, select “I am a parent”



3. Enter the **UserName** and **Password** you created during the account activation process



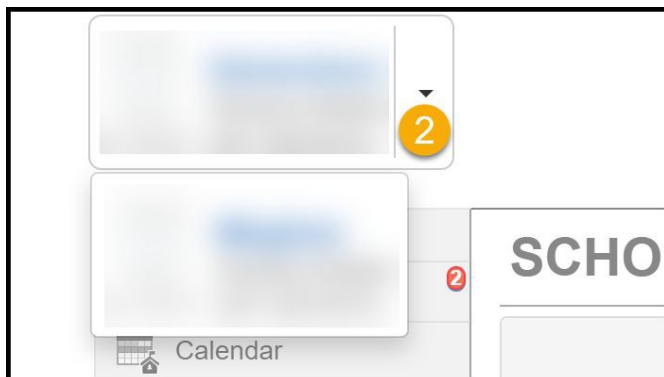
4. You are now in **ParentVUE**



How do I switch student views?

If you have more than one student at Elgin School, follow the steps below to switch student views:

1. Navigate to the ParentVUE web application and log in.
2. At the top left of the ParentVUE screen, click on the drop down arrow next to the student name and select another student.



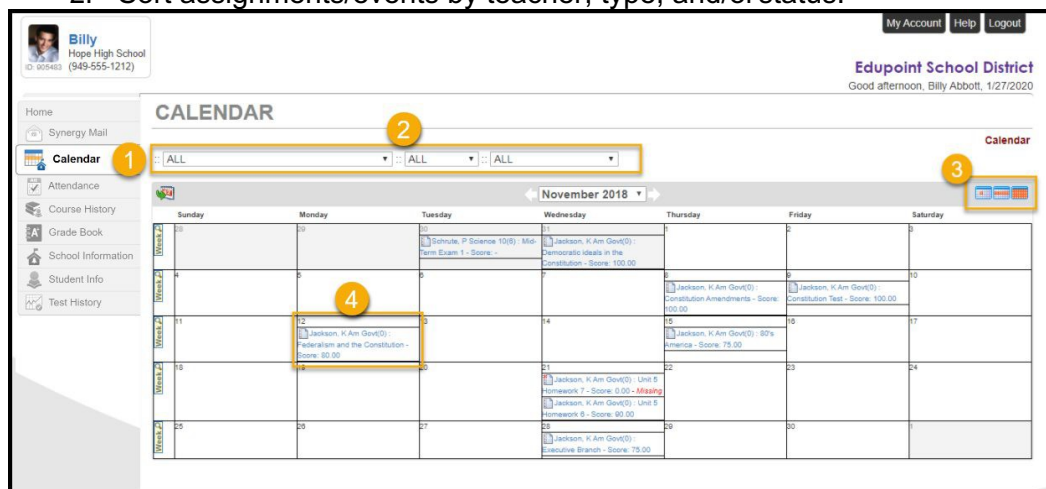
What information can I access in ParentVUE?

Calendar: How do you check assignments and due dates?

The Calendar can be used to view assignments and events from your child's school and teachers.

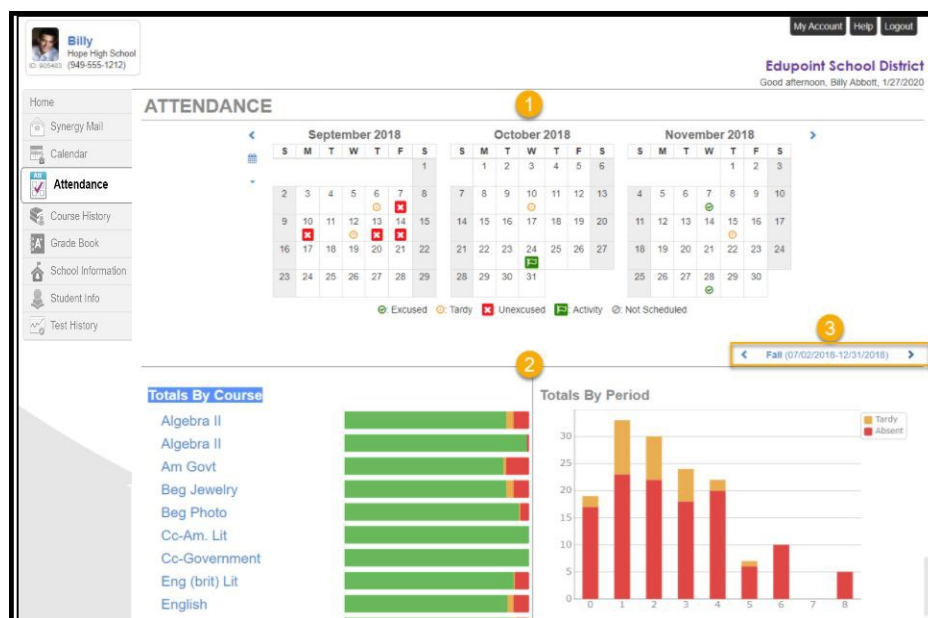
Follow the steps below:

1. Click on **Calendar** in the left-side menu.
2. Sort assignments/events by teacher, type, and/or status.



3. Change your calendar view to see events by day, week, or month.
4. Click on an assignment for more details about the assignment, score, and resources.

Attendance: How do I view attendance details?



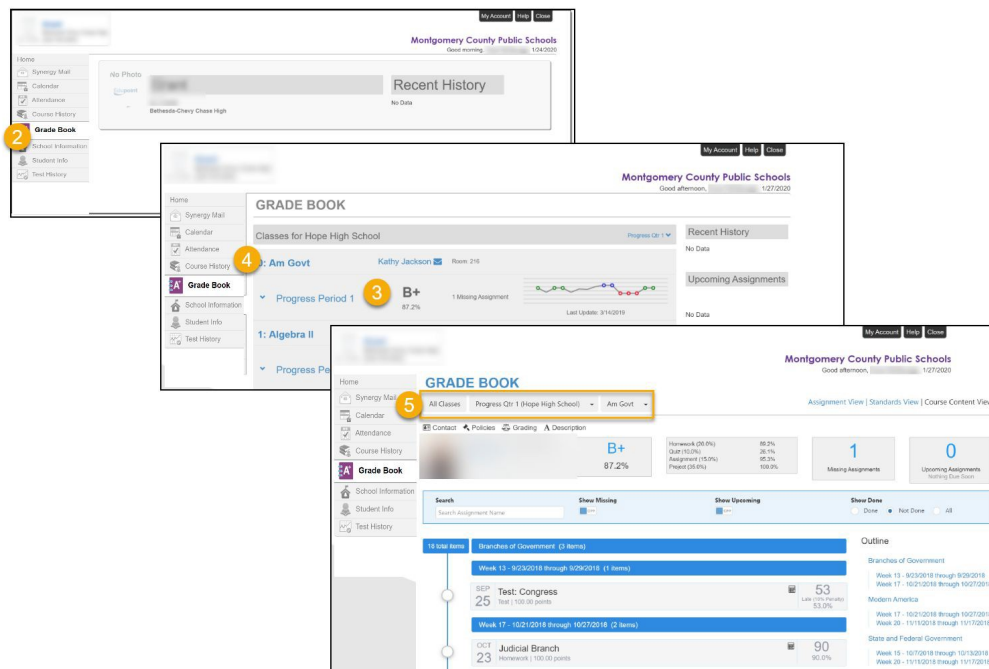
Attendance details can be viewed in three key areas:

1. Monthly views include icons to indicate days marked absent, tardy, or in an activity.
2. Totals can be seen in graph form by course and or period
3. You can change term dates for attendance graphs

Grade Book: How do I check my current grades?

Follow the steps below:

1. Navigate to the ParentVUE web application and log in.
2. Click on **Grade Book** in the left-side menu.
3. Review the overall grades in each of your classes.
4. Click on the class title to see the assignment details for a particular class.
5. You can switch classes and quarters by using the drop down menus.



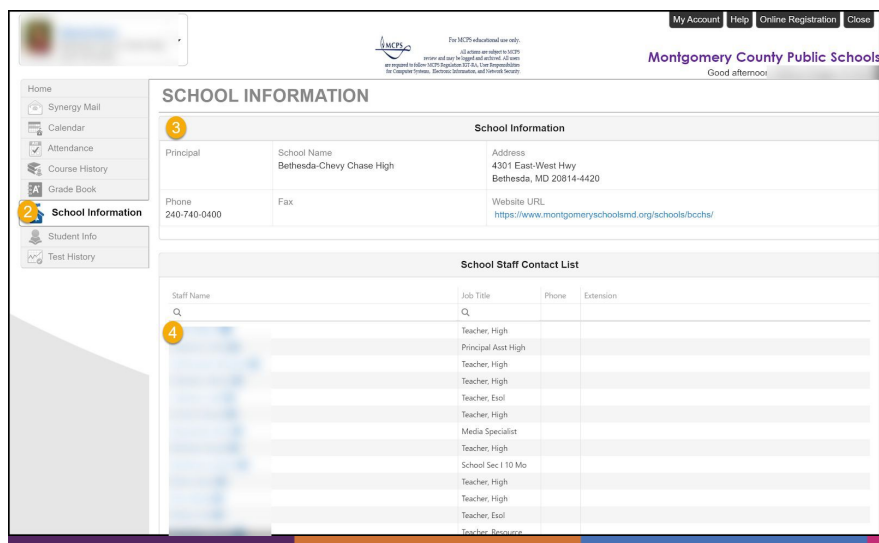
The screenshots illustrate the steps to access school contact information:

2. Click on **School Information** in the left-side menu.
4. Click on **Contact** in the School Information section.
5. Click on a teacher's name in the contact list.

School Information: How can I contact school staff?

Follow the steps below:

1. Navigate to the ParentVUE web application and log in.
2. Click on **School Information** in the left-side menu.
3. Phone, address, and website information can be found under the school information section.
4. Teacher contact/email information can be found under the school contact list.



SCHOOL INFORMATION

School Information

Principal	School Name Bethesda-Chevy Chase High	Address 4301 East-West Hwy Bethesda, MD 20814-4420
Phone 240-740-0400	Fax	Website URL https://www.montgomeryschoolsmd.org/schools/bccchs/

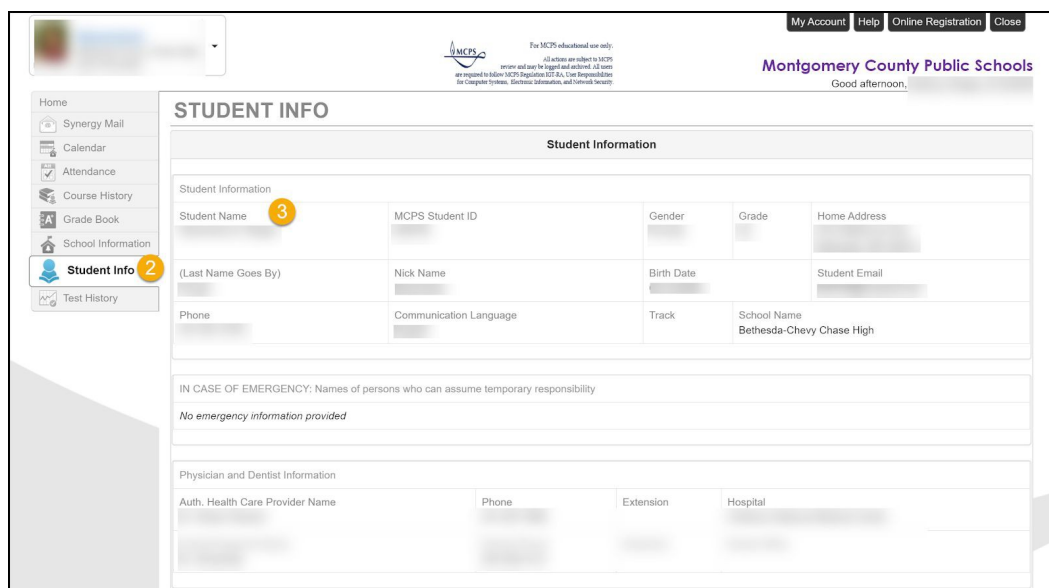
School Staff Contact List

Staff Name	Job Title	Phone	Extension
Q	Q		
	Teacher, High		
	Principal Asst High		
	Teacher, High		
	Teacher, High		
	Teacher, Esol		
	Teacher, High		
	Media Specialist		
	Teacher, High		
	School Sec I 10 Mo		
	Teacher, High		
	Teacher, High		
	Teacher, Esol		
	Teacher, Resource		

Student Information: How do I see student information?

Follow the steps below:

1. Navigate to the ParentVUE web application and log in.
2. Click on **Student Info** in the left-side menu.
3. Review the information about your child.



The screenshot shows the ParentVUE web application interface. On the left is a navigation menu with options: Home, Synergy Mail, Calendar, Attendance, Course History, Grade Book, School Information, **Student Info** (highlighted with a yellow circle and the number 2), and Test History. The main content area is titled "STUDENT INFO" and contains a "Student Information" section. This section has a table with fields for Student Name (highlighted with a yellow circle and the number 3), MCPS Student ID, Gender, Grade, Home Address, (Last Name Goes By), Nick Name, Birth Date, Student Email, Phone, Communication Language, Track, and School Name (Bethesda-Chevy Chase High). Below this is a section for "IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility" with a note "No emergency information provided". At the bottom is a section for "Physician and Dentist Information" with fields for Auth. Health Care Provider Name, Phone, Extension, and Hospital.

How do I access ParentVUE on a mobile device?

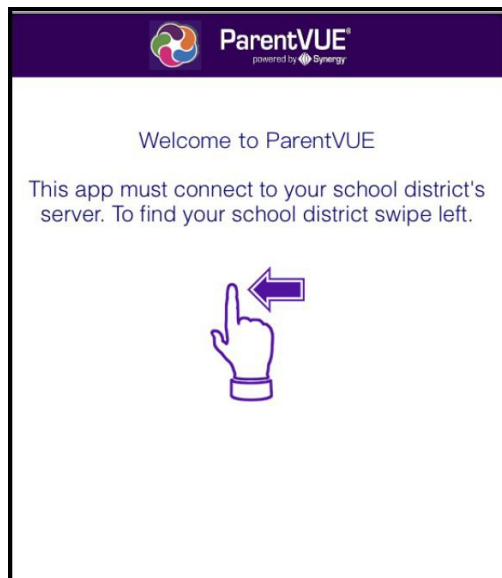
NOTE: Your ParentVUE account must first be activated through a web browser following the steps above before you can log into the mobile app.

The ParentVUE and StudentVUE mobile applications help parents and students stay informed and connected by providing day-to-day insight into the student's academic experience. The ParentVUE and StudentVUE mobile applications work with Synergy in the same way as the ParentVUE and StudentVUE web applications. It allows parents and students to view upcoming school events, classroom happenings, assignments, tests, and academic performance.

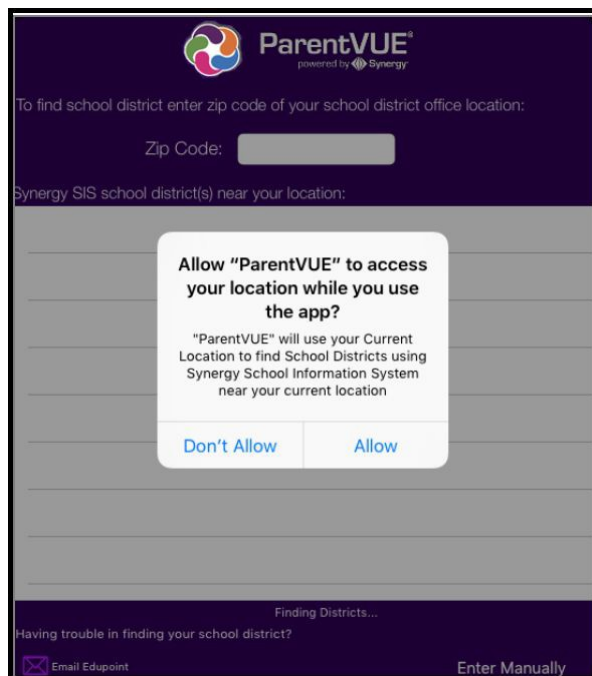
1. Download and install the mobile application(s).

ParentVUE	StudentVUE
Apple	Apple
Android	Android

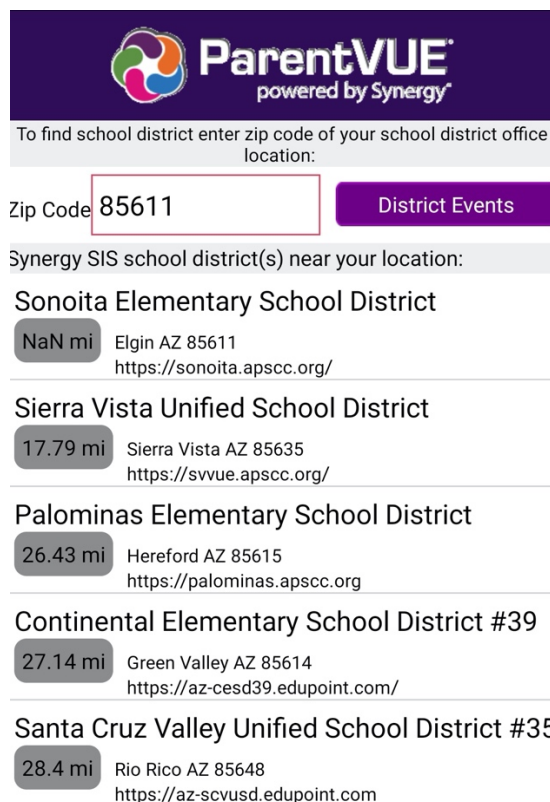
2. Launch the mobile application and swipe left to choose Elgin School.



3. A message displays asking you to enable location services on your device. Choose Allow. You can also select Don't Allow and manually enter the zip code **85611**.

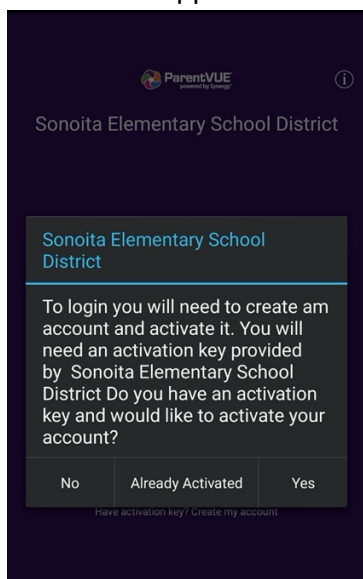


4. Tap **Sonoita Elementary School District** from the list of school districts.



The screenshot shows the ParentVUE app interface. At the top, there's a header with the ParentVUE logo and the text 'powered by Synergy'. Below this, a prompt says 'To find school district enter zip code of your school district office location:'. A text input field contains '85611', and a purple button labeled 'District Events' is to its right. Below the input field, a section titled 'Synergy SIS school district(s) near your location:' lists several districts. The first district, 'Sonoita Elementary School District', is highlighted. It shows a distance of 'NaN mi' and the location 'Elgin AZ 85611' with a link 'https://sonoita.apscc.org/'. Other districts listed include 'Sierra Vista Unified School District' (17.79 mi, Sierra Vista AZ 85635, https://svvue.apscc.org/), 'Palominas Elementary School District' (26.43 mi, Hereford AZ 85615, https://palominas.apscc.org/), 'Continental Elementary School District #39' (27.14 mi, Green Valley AZ 85614, https://az-cesd39.edupoint.com/), and 'Santa Cruz Valley Unified School District #35' (28.4 mi, Rio Rico AZ 85648, https://az-scvsud.edupoint.com/).

5. Once you have connected to the Sonoita District Synergy server, if prompted, click “Already Activated” and then log in with your ParentVUE credentials. You can also choose to save your credentials to make logging in easier the next time you access the application.



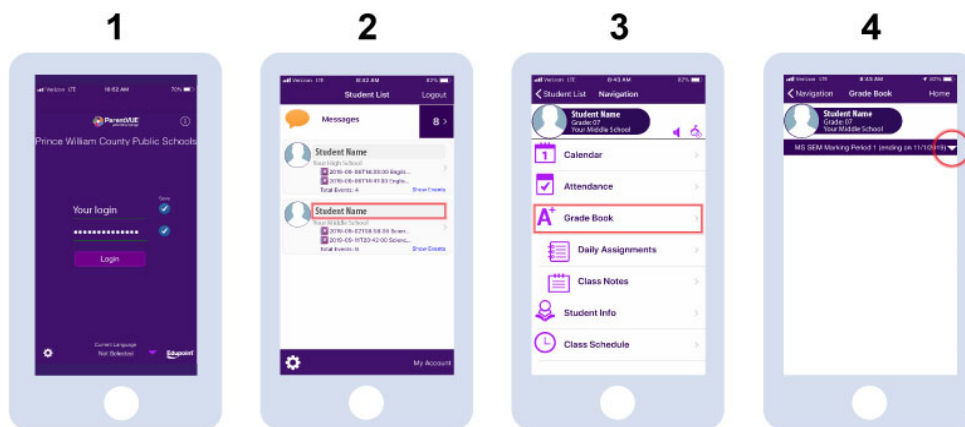
The screenshot shows the login screen for the Sonoita Elementary School District. At the top, there's a header with the ParentVUE logo and the text 'powered by Synergy'. Below this, the district name 'Sonoita Elementary School District' is displayed. A section titled 'Sonoita Elementary School District' contains a message: 'To login you will need to create an account and activate it. You will need an activation key provided by Sonoita Elementary School District. Do you have an activation key and would like to activate your account?'. Below this message are three buttons: 'No', 'Already Activated', and 'Yes'. At the bottom, there's a link that says 'Have activation key? Create my account'.

How do I navigate and view information in the ParentVUE mobile app?

When using the ParentVUE/StudentVUE mobile app, users must select the appropriate marking period and class category to view grades and assignments for the associated classes. A parent would need to select each marking period and class category to view all student grade details. It's important to note this is not required when accessing grades from the web application.

TO VIEW STUDENT GRADES:

1. Log into the ParentVUE/StudentVUE app.
2. Select desired student.
3. Select "Grade Book."
4. Select the drop-down option to view marking periods and class categories.
5. A student's classes are sorted into class categories (category abbreviations are defined in the table below). Based on the student's class schedule, select the current marking period and a class category to view grades and assignments for the associated classes. Only classes in the selected category will display, along with the overall grades..
6. To view class assignments, select the class name.
7. Select "Grade Book" (upper left) to go back to the list of classes in the selected category.
8. To view classes in a different category, select another class category/marketing period.



FAQ's

What if I did not receive a parent activation email or mailer?

Only parents who have a valid email or home address on file and who have education rights, custody, and contact allowed for a student receive letters. If you did not receive an activation email or mailer, contact the school and provide a valid email address or verify the home address is current. If there is a previous custody concern on record, contact the school to make sure that the correct settings are marked for education rights, custody, and contact for each parent/guardian listed.

Why did I receive several activation letters associated with multiple children?

In some cases, duplicate parent accounts may exist in our system. If you received multiple letters, please contact your child's school so they can merge the accounts together. Please be sure to indicate which account you would like to keep.

Should relatives or emergency contacts receive a ParentVUE activation letter/email?

Only parents that are associated with a student record who have education rights, custody, and contact allowed should receive these letters. Emergency contacts do not receive access to ParentVUE.

Why isn't my Activation Key/URL working?

Be sure you have typed the name and activation key exactly how it appears in the email or activation letter.