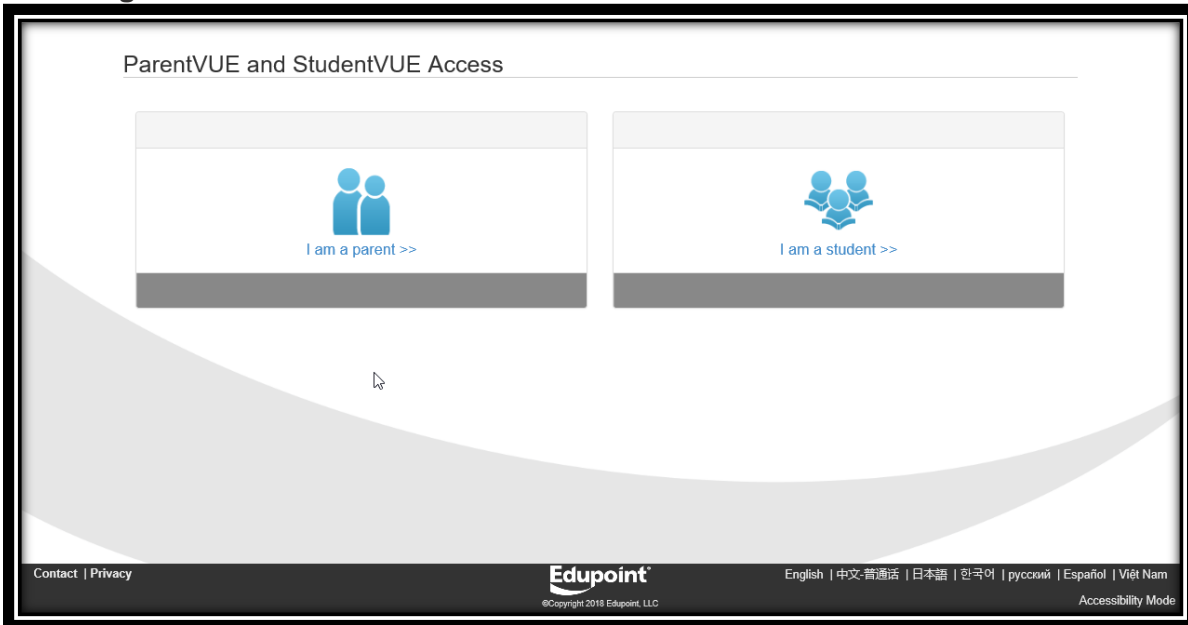


Log in to ParentVUE Account

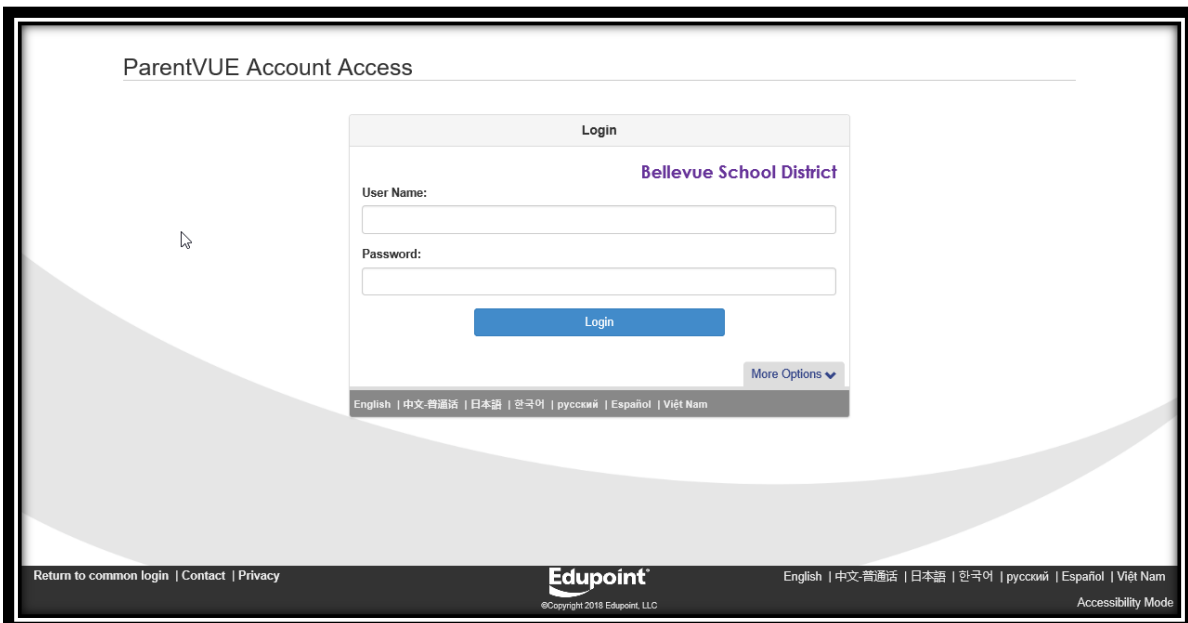


If you are already an existing parent within the district, and have not activated your ParentVUE account, please contact your school or parenthelp@bsd405.org for your activation key.

1. Log in to the ParentVUE Account Access screen.
2. Click the “**I am a parent >>**” link.
3. Enter your **User Name** and **Password**.
4. Click **Login**.



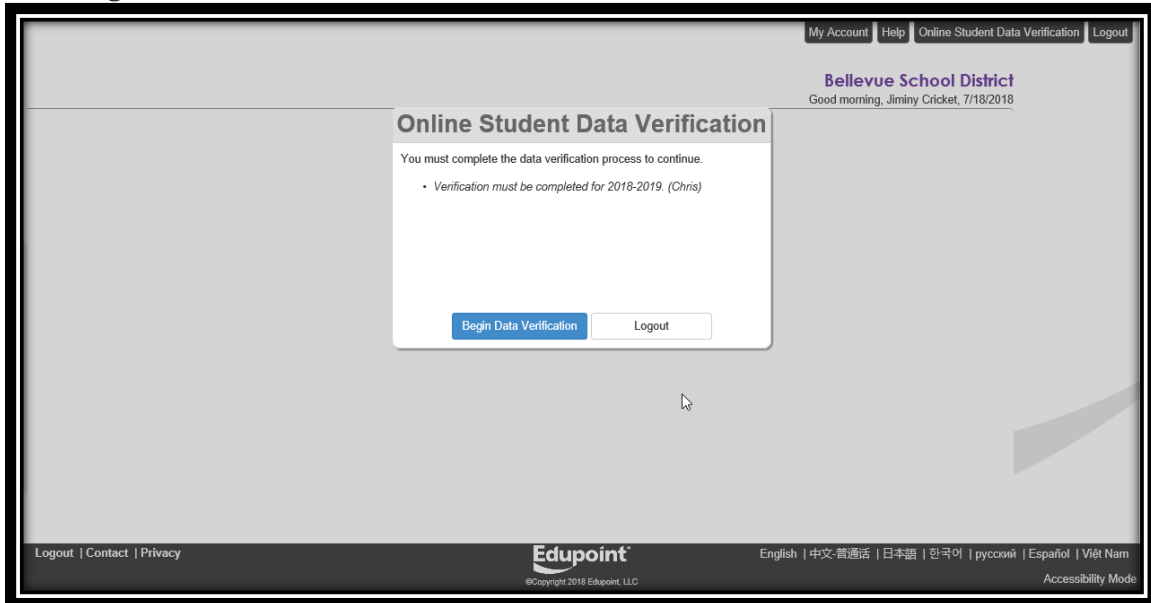
ParentVUE & StudentVUE Login Screen



Navigating Online Student Data Verification

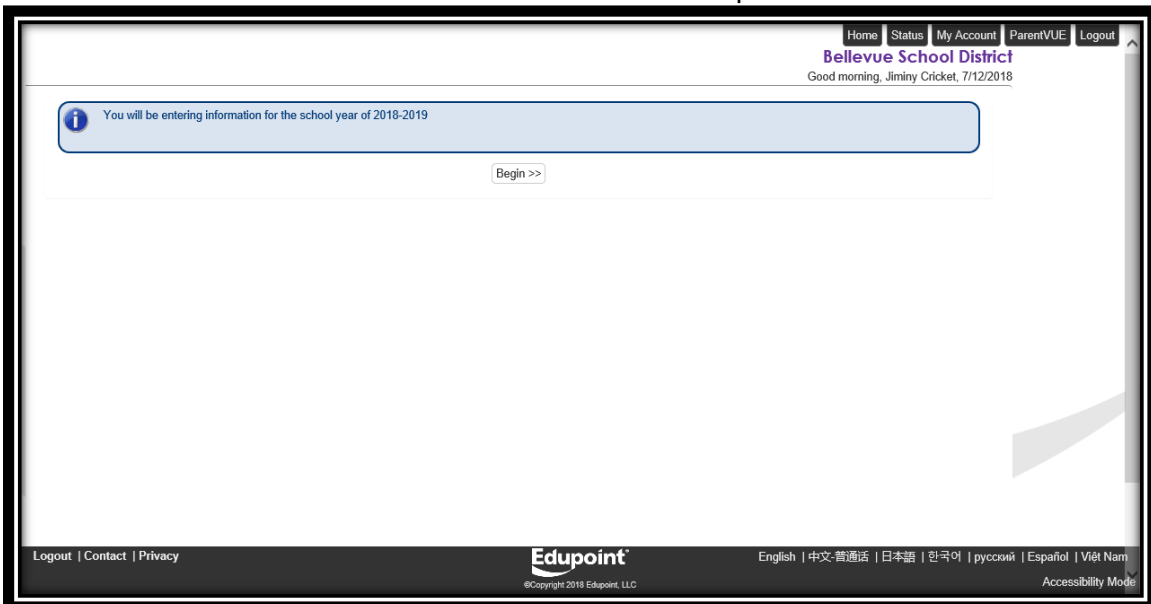
The following screenshots and instructions will help guide you through the Online Student Data Verification process. This How-To guide is not intended to be a step-by-step walkthrough, but will address common questions that may come up along the way.

1. Click **Begin Data Verification**.

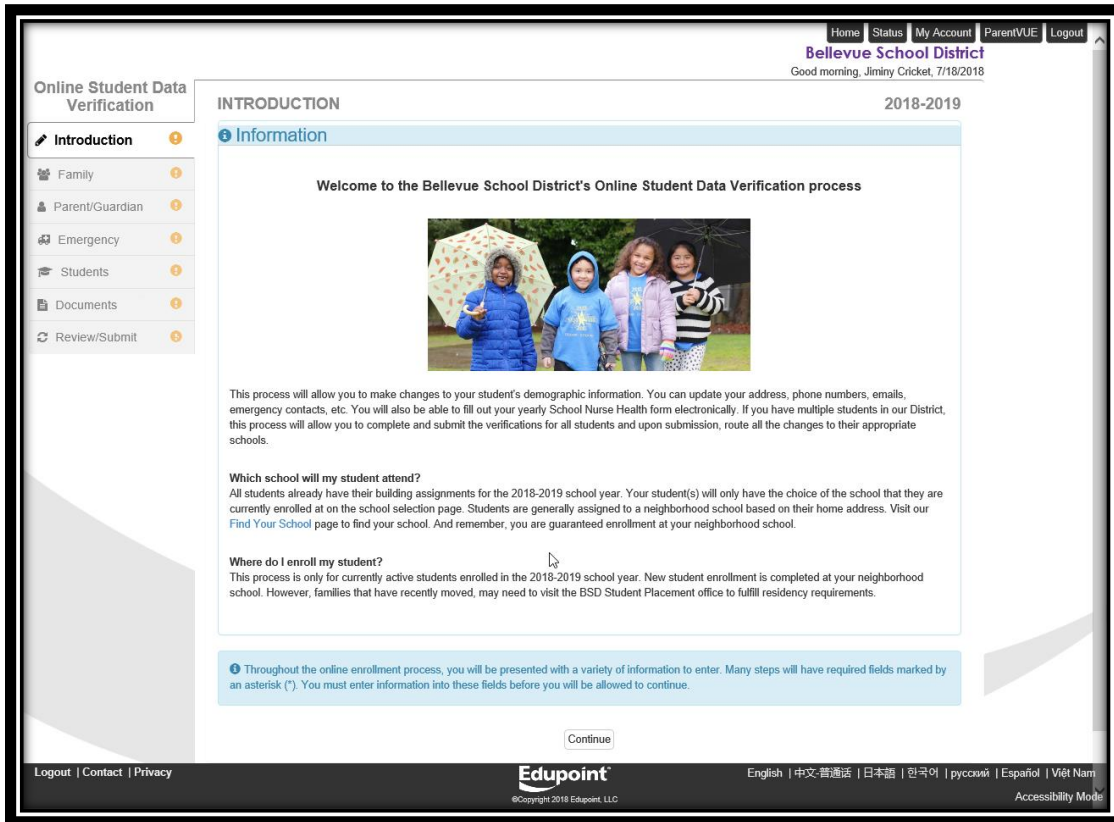


Online Student Data Verification Screen, Home Page

2. Click the button to start the data verification process.




Online Student Data Verification Screen, Home Page

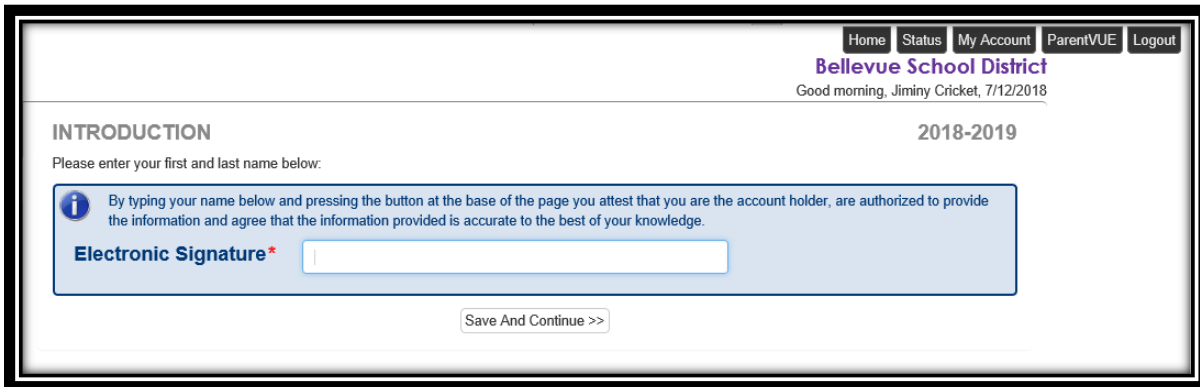


Online Student Data Verification Screen, Introduction Page

1. Click **Continue**

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

 The electronic signature must exactly match the name on your account. For reference, the name on your account is the name listed on the top right of the screen under the navigation tabs.



Online Student Data Verification Screen, Introduction Page

2. Follow the prompts to work your way through the data verification process. Below are some of the navigation information icons that are included throughout the process.
- A red asterisk indicates the information is required before proceeding.



A screenshot of a form titled "Online Student Data Verification, Parent Screen". The form has three input fields: "First Name*" with the value "Angela", "Middle Name" which is empty, and "Last Name*" with the value "Darling". A yellow arrow points to the red asterisk on "First Name".

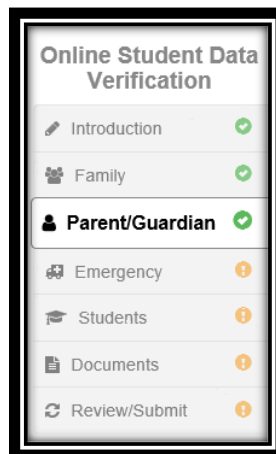
Online Student Data Verification, Parent Screen

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



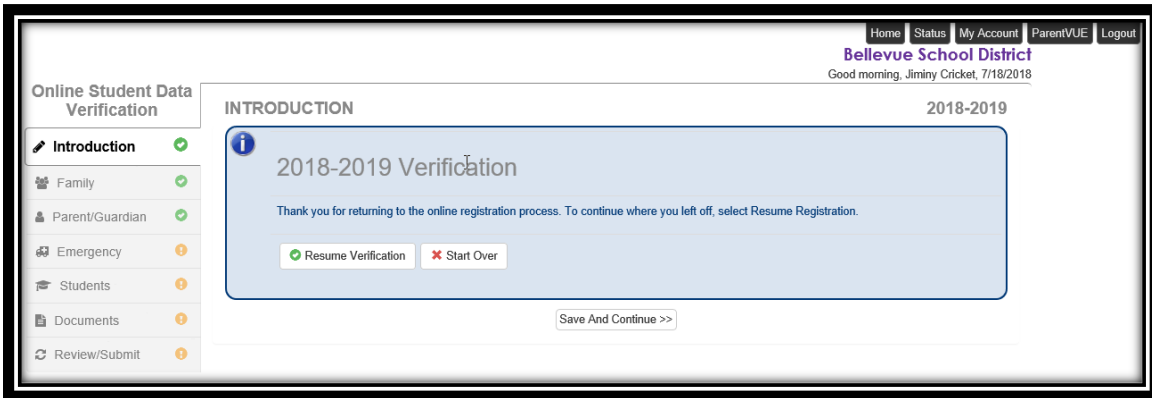
Online Student Data Verification, Progress Bar

- When a section is complete, it is marked with a green check mark.



Online Student Data Verification, Navigation Menu

- If you stop the online student data verification and log out of the system, the information that has already been entered automatically saves. When you log back in to complete the process, you will have the choice to Resume Verification at the point in which you left off, or you can choose to Start Over.



Online Student Data Verification Screen, Introduction Page

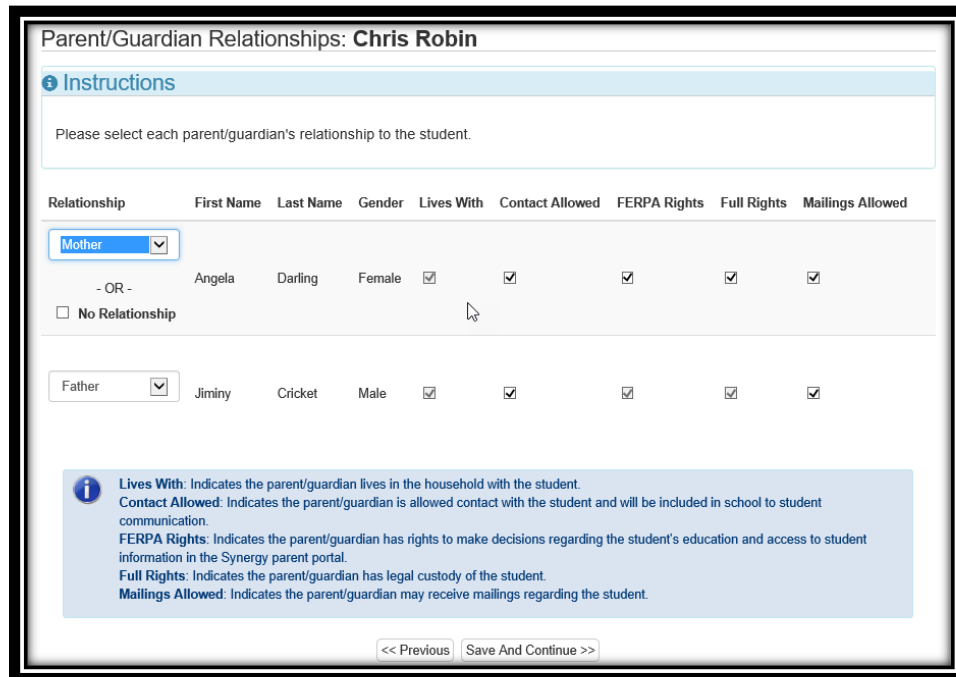
- On screens that list parents/guardians, students, or emergency contacts:



Online Student Data Verification 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](#) to add another person's information.
- When [Complete](#) displays for all, click **Save and Continue** to move to the next screen.

5. On the Parent/Guardian Relationship screen:
 - When completing information for students on the Parent/Guardian Relationships screen, select the **FERPA Rights** checkbox, as this will allow the parent/guardian to have access to ParentVUE.
 - The rest of the checkboxes are explained in the information box at the bottom of this screen.



Parent/Guardian Relationships: **Chris Robin**

Instructions

Please select each parent/guardian's relationship to the student.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	FERPA Rights	Full Rights	Mailings Allowed
<input type="checkbox"/> Mother	Angela	Darling	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- OR -								
<input type="checkbox"/> No Relationship								
<input type="checkbox"/> Father	Jiminy	Cricket	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Information:

- Lives With:** Indicates the parent/guardian lives in the household with the student.
- Contact Allowed:** Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
- FERPA Rights:** Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
- Full Rights:** Indicates the parent/guardian has legal custody of the student.
- Mailings Allowed:** Indicates the parent/guardian may receive mailings regarding the student.

Online Student Data Verification Screen, Parent/Guardian Relationships Page

6. The **Documents** page lists all of the document options you can upload, grouped by Family and Students.
 - Pick the document type and select the file to upload.
 - If you wish to hand deliver the proof of address documentation to the school, please check the “I will deliver a hard copy to the school instead of uploading it” checkbox option.
 - If it is only necessary to upload two documents, please check the “I will deliver a hard copy to the school instead of uploading it” box on the third residence documentation upload prompt.
 - All student specific documents are optional and may be skipped without an upload.

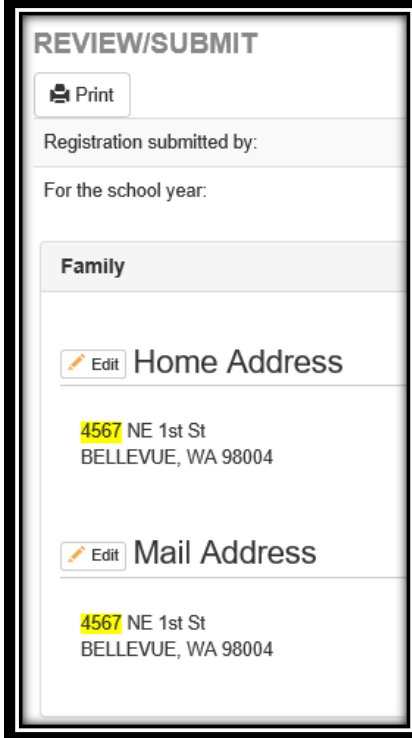
Online Student Data Verification Screen, Documents Page

- When finished with the Online Student Data Verification process, click **Review** to confirm all data entered during the process is accurate.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	[Redacted]	10	Interlake High School	
Ready To Submit	[Redacted]	11	Interlake High School	
Ready To Submit	[Redacted]	12	Interlake High School	

Online Student Data Verification Screen, Review/Submit Page


8. The Review/Submit screen highlights all changes made during the verification process.
- Yellow highlights – occur when you have changes to existing data.
 - Red highlights – occur when you remove or delete existing data without replacing the data.
 - Green highlights – occur when you add new data to the system.
 - If you would like to print a copy for your records, click the **Print** button on the top left of the Review/Submit screen.



The screenshot shows the 'REVIEW/SUBMIT' interface. At the top left is a 'Print' button. Below it, the text reads 'Registration submitted by:' and 'For the school year:'. A section titled 'Family' contains two address entries. Each entry has an 'Edit' button and the address '4567 NE 1st St, BELLEVUE, WA 98004'. The number '4567' is highlighted in yellow in both entries.

Online Student Data Verification Screen, Review/Submit Page

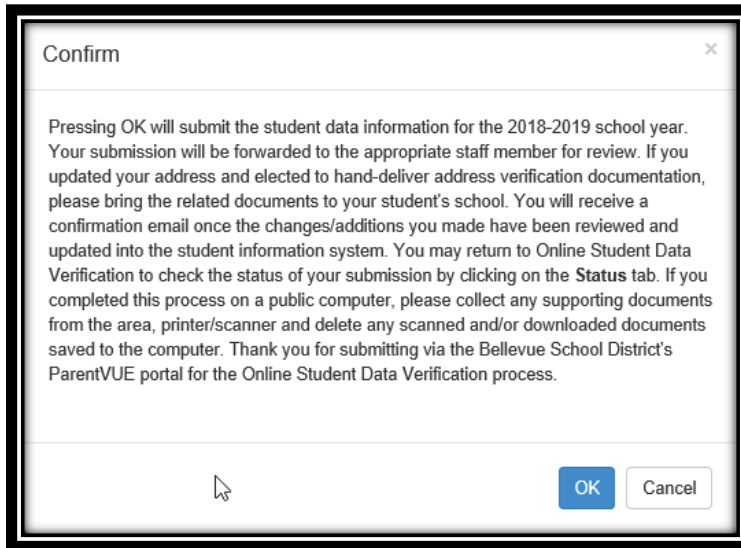
9. Scroll down to the bottom of the review/submit page. **Check the box** verifying that you have reviewed the data, and then click the **Submit** button.



The screenshot shows the bottom of the page with a checkbox and the text 'I have reviewed all registration data and verified that it is correct'. Below this are two buttons: '<< Previous' and a green 'Submit' button.

Online Student Data Verification Screen, Review/Submit Page


10. Confirm Submission by pressing **OK**.



Online Student Data Verification Screen, Review/Submit Page



Online Student Data Verification Screen, Verification Page

 After submitting the completed registration, BSD enrollment staff reviews the information and accepts the changes into the Synergy student information system. During the review period you will only be able to review the submissions you have made. Once accepted, access to student data verification is available and you can make additional changes if necessary.