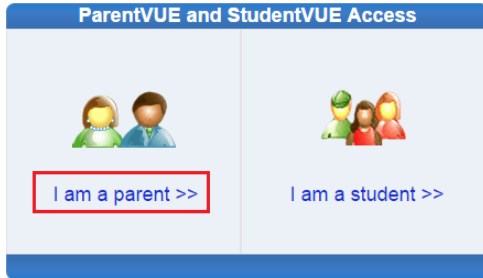


ParentVUE provides secure, private access to school and student information, including assignments, grades, attendance, school calendar and teacher contact information. You will be able to see information on all of your students with this one account.

➔ **To create an account, you need the activation key letter provided to you by your child’s school. If you have registered your student using Online Pre-registration, please skip directly to the LOG IN section, no activation key required.**

ACTIVATE MY ACCOUNT

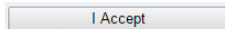
1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.



3. Click on **I have an activation key and need to... >>**.



4. Read the Privacy Statement and click on **I Accept**.



5. Enter your name and activation key *exactly as they appear in your letter from the district*. Then click on **Continue to Step 3**.

6. Enter a user name, password (minimum of 6 characters) and provide an email address. Then click on **Complete Account Activation**. Your account is activated and you are logged in. You will not need the Activation Key again.

Important!! Your User Name must be unique across the district and may include numbers/symbols. If you receive an error during this step, try adding numbers/symbols to your User Name. Passwords may not contain symbols.

LOG IN

1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.



3. Enter your user name and password and click on **Login**.

RETRIEVE MY PASSWORD

1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.
3. Click on **Forget your password? Click here**.

4. Enter the email address you used to activate your account and click on **Send Email**. If you can no longer access the email account, contact your child’s school.

MOBILE APPS

Download the ParentVUE app from the iTunes store. Search for **ParentVUE**.

- Requires iOS 6.0 or later.
- Compatible with iPhone, iPad, and iPod touch.

Download the ParentVUE app from Google Play. Search for **ParentVUE**.

- Compatible with phones and tablets running Android 2.2 or later.