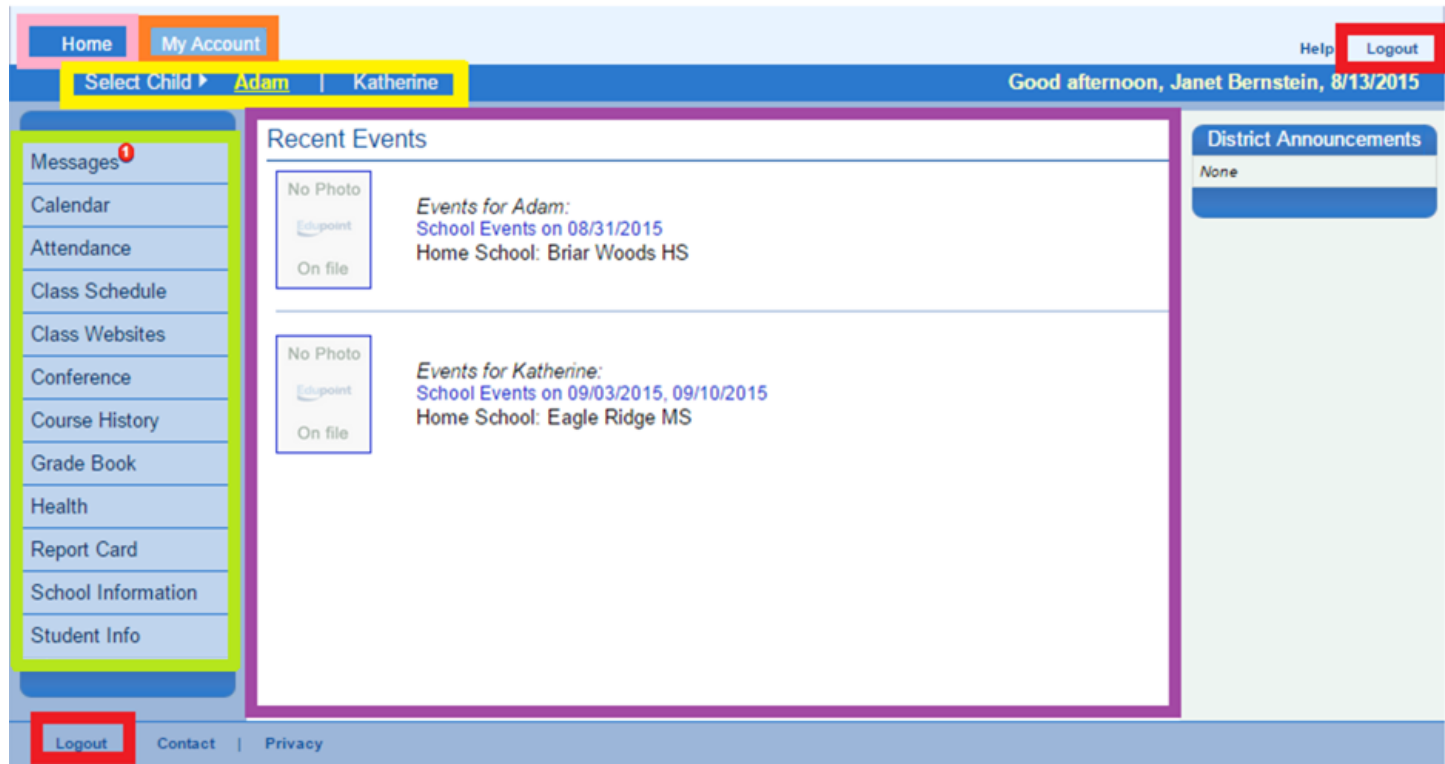


This document provides a basic overview on navigating ParentVUE. Use the menu on the left and the tabs at the top.

## HOME PAGE



- Home:** click on this tab to return to the main screen.
- My Account:** click on this tab to edit the parent's account information.
- Select Child:** Click on the name of a child to view that student's information.
- Navigation Menu:** click on an item in this menu to display information in the main area of the page.
- Information Area:** Main content area for ParentVUE.
- Logout Links:** Click on either link to logout of ParentVUE.

## NAVIGATION MENU

**Messages:** View district and school based messages.

**Calendar:** View daily class information such as homework, quizzes and projects. Filter information using the drop-down arrows at the top of the screen.

**Attendance:** View attendance information. Click on *Calendar View* to view Daily Attendance codes. Click on the attendance code for a particular date to view the detail for that day.

**Class Schedule:** View your class schedule and teachers. Click on a teacher's name to send an email.

**Class Websites:** View content and links your teachers have posted for class resources.

**Conference:** View/sign up for conferences with your child's teachers.

**Course History:** View transcript information. Click on *Graduation Status* to view progress towards graduation requirements.

**Grade Book:** View individual assignments and grading information. Click on a class to view specific assignments.

**Health:** View immunization records.

**Report Card:** View grades for specific marking periods in the current school year.

**School Information:** View contact information for your school's staff.

**Student Info:** View your child's demographic information on file with the school district. Changes you make here must be approved by school staff. You will be unable to further edit student information until school staff have approved/denied your updates.

## MY ACCOUNT PAGE

**Account Detail and Options**

Personal Information: NOTE - This information is changable only by the school office staff. Contact the school directly to change your personal information.

Name Janet Bernstein	User ID jbernstein	Home Address 21000 Education Ct Ashburn, VA 20148	Mail Address Same as Home Address	Phone Numbers * Home: 703-555-1234 Cell: 703-555-5678 * * Indicates primary contact phone
-------------------------	-----------------------	---	---	---

Adult ID  
65199051

Primary Email:

Email #1:

Email #2:

Email #3:

Email #4:

Email #5:

**Phone Numbers** Add

Delete	Primary	Type	Phone	Extension	(Contact Phone)	Not Listed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Home ▾	<input type="text" value="703-555-1234"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cell ▾	<input type="text" value="703-555-5678"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Account

■ **Parent Demographics:** This information may only be updated by school staff with supporting documentation (excluding phone numbers).

■ **Email addresses:** Parents may enter up to five email addresses.

■ **Phone Numbers:** Update existing phone numbers here. Click on the Add button to create a new line for a new phone number. Click on the Delete checkbox to remove a phone number.

■ **Update Account button:** Click on this button to save the changes made to this screen. Your account is immediately updated.

## GETTING HELP WITH PARENTVUE

- ➔ Please refer to the ParentVUE FAQs page for more information about ParentVUE - <http://www.lcps.org/Page/150204>.
- ➔ Please refer to the school's PARENTVUE channel to obtain contact information of school staff who can help you with ParentVUE.

