PARENTVUE WEB VERSION

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 your students with this one account. This part of the guide covers ParentVUE activation from a computer browser.

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 PARENTVUE ON A COMPUTER

1. In your web browser go to https://portal.lcps.org.

2. Click on I am a parent>>.

3. Click More Options then click Activate Account.

4. Read the Privacy Statement and click I Accept.
6. Enter your name and activation key exactly as they appear in your letter from the district. Then click on Continue to Step 3.

7. 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 ON A COMPUTER

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.

RESET MY PASSWORD ON A COMPUTER

1. In your web browser go to https://portal.lcps.org.
2. Click on I am a parent>>.
3. Click More Options then click Forgot Password.
4. Enter the email address (or user name) you used to activate your account and click Send Email. If you can no longer access the email account, contact your child’s school.

5. Click on the link in the email to go to the password reset screen. Enter your First Name, Last Name and a new password. Click on the Change Password button.

6. Important!! Your first and last names must match what is stored in your Parent record at LCPS.
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 your students with this one account. This part of the guide covers ParentVUE activation with the ParentVUE app.

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 Step 3: Log in using the mobile app section, no activation key required.

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

- Requires iOS 9.0 or later.
- Compatible with iPhone, iPad, and iPod touch.

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

- Compatible with phones/tablets running Android 3.0 or later.

### STEP 1: SELECT LCPS ON THE APP

1. Launch the ParentVUE mobile app and swipe left. Enter your Zip Code and tap Search.

2. Tap Loudoun County Public Schools and tap Yes to continue.

### STEP 2: ACTIVATE THE ACCOUNT

1. If you are prompted with the following question, tap Yes.
2. If the question does not appear, tap the **I have an activation key and need to create my account** link at the bottom.

![Image of account activation screen]

3. Read the Privacy Statement and tap on **I Accept**.

4. Enter your First Name, Last Name and Activation Key exactly as they appear in your letter from the district. Then tap **Continue to Step 3**.

![Image of account activation screen]

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

![Image of account activation screen]

**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.

### STEP 3: LOG IN USING THE MOBILE APP

1. Launch the ParentVUE mobile app.

2. Enter the username you created during the account activation steps. If you would like to save your username, tap the **Save User Name** slider to turn it on.
3. Enter the password you created during the account activation steps. If you would like to save your password, tap the **Save Password Slider** to turn it on.

4. Tap **Login**.

### PARENTVUE HELP

The [District ParentVUE](#) pages have resources to help you activate your ParentVUE account. [Frequently Asked Questions](#) and downloadable [Quick Reference Guides](#) are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school’s website and click on the ParentVUE Global icon to find names and phone numbers of staff who can help you.