

## How to activate and use your ParentVUE account

This guide is for parents/guardians of MCPS students. Click the topic below to learn more.

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

As a result of our transition to the Synergy Student Information System, the previous myMCPS Parent Portal has been replaced with a new parent portal application called **ParentVUE**. To access ParentVUE, parents will need to activate a new parent portal account. In order to activate your account, MCPS 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 in MCPS before, you will need to contact the school directly before receiving a ParentVUE account.



Sample Activation Letter

Sample Activation Email

**PLEASE NOTE:** The directions for activating your account with a letter that was mailed to your home address and the activation letter sent via email are slightly different. Emailed activation letters contain a unique URL that automatically connects the existing parent record information and therefore does not require you to enter your name and activation key. Please review the directions below for the directions that are specific to activating your account if you have received the account activation mailer or an activation email.



| Mailer Activation Directions                                                                                                                               | Email Activation Directions                                     |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--|--|--|
| Step 1:<br>Navigate to md-mcps-psv.edupoint.com and select<br>"I am a parent"                                                                              | <text><text></text></text>                                      |  |  |  |
| <b>Step 2:</b><br>In the lower right hand corner of the login page,<br>click " <b>More Options</b> " and then select " <b>Activate</b><br><b>Account</b> " | Step 2:<br>Review the Privacy Statement and click "I<br>Accept" |  |  |  |

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| Login                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Step 1 of 3: Privacy Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Montgomery County Public Schools<br>User Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Read through the following Privacy Statement and click the Accept button to agree to<br>the privacy agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Password:<br>Forgot Password<br>Login<br>More Options A<br>Activate Account<br>Forgot Password<br>Forgot Password<br>More Options A<br>More Options A<br>Password<br>Activate Account<br>Forgot Password<br>Activate Account<br>Forgot Password<br>Forgot Password<br>Forgot Password<br>More Options A                                                                                                                                                                                                                                                                                                                                                         | Notice         MCPS is committed to supporting user privacy by providing established guidelines to aid in the selection of information technology to be used by staff, students, and parents. The adoption of this online digital platform required a MCPS-vetted data sharing agreement with the vendor.         Terms and Conditions         By selecting Sign In, you agree to abide by the terms and conditions set forth in MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security.         Clicking I Accept means that you agree to the above Privacy Statement. |
| English •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | I Accept Return to login                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Step 3:<br>Review the Privacy Statement and click "I<br>Accept"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Step 3:<br>Enter a User Name, Password, and Primary E-<br>Mail and click "Complete Account Activation"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Step 1 of 3: Privacy Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Step 3 of 3: Choose user name and password                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Welcome To complete your account activation you will need to create<br>your username and password. Remember that passwords are case sensitive. Your<br>password can consist of numbers and letters and must be a minimum of 6 characters in<br>learth                                                                                                                                                                                                                                                                                                                                                                             |
| Notice         MCPS is committed to supporting user privacy by providing established guidelines to aid in the selection of information technology to be used by staff, students, and parents. The adoption of this online digital platform required a MCPS-vetted data sharing agreement with the vendor. <b>Terms and Conditions</b> By selecting Sign In, you agree to abide by the terms and conditions set forth in MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security.         Clicking I Accept means that you agree to the above Privacy Statement.         I Accept       Return to login | 1 User Name User Name Password Password Password Primary E-Mail Complete Account Activation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Step 4:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | You are now in <b>ParentVUE</b> !                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Enter your <b>First Name</b> , <b>Last Name</b> and the<br><b>Activation Key</b> exactly as they appear in your<br>account activation letter, then click <b>"Continue to</b><br><b>Step 3</b> "                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| 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 Parent/UE account:         Pirst Name       Image: Step 2 of 3: Sign In with Activation Key         2       Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Image: State Registration     Line Registration     Concer     Line Registration     Concer       Image: State Registration     Montgomery County Public Schools       Image: State Registration     Montgomery County Public Schools       Image: State Registration     Image: State Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 Activation Key Continue to Step 3 Continue to Ste | Close   Contact   Privacy<br>Close   Contact   Privacy<br>Exception +<br>Exception +<br>Exc |
| Step 5:<br>Enter a User Name, Password, and Primary E-<br>Mail and click "Complete Account Activation"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| you do char and password and password and password and output of numbers and letters and must be a minimum of 6 characters in length. User Name User Name Password Password Confirm Password Primary E-Mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| You are now in <b>ParentVUE</b> !                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



|                                                          | In MCP-solution or ele-<br>centre and a solution of the solution | My Account, Help, Online Registration Close |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Home  Synergy Mall  Calendar  Attendance  Course History |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | _                                           |
| Crade Book                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
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| Close   Contact   Privacy                                | Edupoint'<br>6Croyriget 2029 Edupoint, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | English 🕶<br>Accessibility Mode 🖕           |



## How do I access ParentVUE after activating my account?

To access ParentVUE again after you have activated your account:

- 1. Navigate to <a href="https://md-mcps-psv.edupoint.com/PXP2\_Login.aspx">https://md-mcps-psv.edupoint.com/PXP2\_Login.aspx</a>
- 2. If prompted, select "I am a parent"



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

|            | Login                |                 |
|------------|----------------------|-----------------|
|            | Montgomery County Pr | ublic Schools   |
| User Name: |                      |                 |
| 1          |                      |                 |
| Password:  |                      |                 |
| 2          |                      |                 |
| -          |                      | Forgot Password |
| 3          | Login                |                 |
|            |                      |                 |
|            |                      | More Options 🗸  |
| English -  |                      |                 |

4. You are now in ParentVUE



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## How do I change languages?

ParentVUE supports multiple languages. To select a different language, click the dropdown menu in the bottom left hand corner of the login page.

|                          | Marytanor's Largett School Duttret<br>MONTGOMERY COUNTY<br>PUBLIC SCHOOLS<br>Expanding Opportunity and Etahashing Premital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ParentVUE Account Access | S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                          | Login                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|                          | Montgomery County Public Schools<br>User Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|                          | Password:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                          | Forget Password                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|                          | English More Options A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
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|                          | français<br>Nacional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                          | Tiếng Việt Android App Mobile App URL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| -                        | English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

Please note that changing the language here only changes the menu and content text of ParentVUE and will not change the language for documents that are uploaded by MCPS.

## How do I switch student views?

If you have more than one student in MCPS schools, 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?

### Synergy Mail: How do I send a message to a teacher?

Follow the steps below:

- 1. Navigate to the ParentVUE web application and log in.
- 2. Click on **Synergy Mail** in the left-side menu.
- 3. View the mail in your Inbox.
- 4. To compose a new email, click the green **Compose** button.
- 5. Click the **To** field.
- 6. Select your teacher, counselor, or a staff member.
- 7. Click **OK**.
- 8. Type a Subject for your email.
- 9. Type an email message.
- 10. Click Send.



| No Photo                        |                    |                                         |                                                                | My Account Help Close                                |                          |               |
|---------------------------------|--------------------|-----------------------------------------|----------------------------------------------------------------|------------------------------------------------------|--------------------------|---------------|
| Do the Bethesda-Chevy Chase Hig | h                  |                                         | Montgor                                                        | nery County Public Schools                           |                          |               |
| Home                            |                    |                                         | (                                                              | iood afternoon, 1/23/2020                            |                          |               |
| Synergy Mail                    | No Photo           |                                         | Recent I                                                       | History                                              |                          |               |
| Calendar                        |                    |                                         |                                                                | My Account Help Clo                                  | se l                     |               |
| Attendance                      |                    |                                         |                                                                | Montgomery County Public Scho<br>Good afternoon,     | ols                      |               |
| Course History                  | Home 4             | Compose 🖿 🔹 More 🗸 🕻                    | 2                                                              |                                                      |                          |               |
| Grade Book                      | Synergy Mail       | Inbox I From                            | Subject                                                        | Date                                                 | _                        |               |
| Student Info                    | Calendar 4         | Alerts   Rob Wilson  Kathy Jackson      | Attention Band Members and Parents District testing this week. | June 17, 2019 at 4:12 PM<br>June 17, 2019 at 4:05 PM |                          |               |
| Test History                    | Attendance         | Drafts                                  |                                                                |                                                      |                          |               |
| C. Cat History                  | Grade Book         | Trash New Message                       |                                                                |                                                      | □ × □                    |               |
|                                 | School Information |                                         |                                                                |                                                      |                          |               |
|                                 | Student Info       | Close                                   |                                                                |                                                      | Add Attachment           |               |
|                                 | Mo Test History    |                                         |                                                                |                                                      | Cc Bcc                   |               |
|                                 |                    | то                                      |                                                                |                                                      | × /                      |               |
|                                 |                    | Subject                                 | То                                                             |                                                      | 1                        |               |
|                                 |                    |                                         |                                                                |                                                      |                          |               |
|                                 |                    |                                         | <select below="" from="" list=""></select>                     |                                                      |                          |               |
|                                 |                    | 9                                       |                                                                |                                                      |                          |               |
|                                 |                    |                                         | 6 🔩 My Teachers                                                | Ny Counselor 😽 My Groups                             | Staff                    | Contact Lists |
|                                 |                    |                                         | Add All Hope High School                                       | • Spring (                                           | 01/01/2019 - 12/31/2019) | •             |
|                                 |                    |                                         | Period Course                                                  | Teacher                                              |                          | Room          |
|                                 |                    |                                         | Q Q<br>0 Am Grut                                               | Q.<br>Kathy Jackson                                  |                          | Q 216         |
|                                 |                    | You can drag and drop attachments here. | 0 Beg Jewelry                                                  | Beverly Williams                                     |                          | 403           |
|                                 |                    | L                                       | 1 Prin Eng III                                                 | Bill Shakespear                                      |                          | 231           |
|                                 |                    |                                         | 2 Landscape D&m I<br>2 Mathematics                             | James Wojcik<br>Katie Boberson                       |                          | AG1 210       |
|                                 |                    |                                         | 3 Weight Trn Boys                                              | Lou Ferrigno                                         |                          | ANNX          |
|                                 |                    |                                         | 4 Science                                                      | Colleen Volkmann                                     |                          | 133           |
|                                 |                    |                                         | 4 Prin&prac Econ                                               | Warren Buffett                                       |                          | 131           |
|                                 |                    |                                         | 4 Int Ceramics<br>5 English Composition                        | Pete Blahak P.<br>Mitch Mehreter                     |                          | 405           |
|                                 |                    |                                         | 5 Beg Photo                                                    | Carrie Bliss                                         |                          | 404           |
|                                 |                    |                                         |                                                                |                                                      |                          | Ток           |

### 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. Please note, the calendar is a reflection of what teachers have entered into their grade book. If a teacher has yet to enter an assignment in the gradebook, it will not appear on the calendar. The best place to find current due dates on assignments is in myMCPS Classroom/Canvas (see section below).

Follow the steps below:

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- 1. Click on **Calendar** in the left-side menu.
- 2. Sort assignments/events by class, assignment type or assignment 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.
- 5. Choose which type of events are displayed on the calendar.

| A 3122                                  | - m                               |                  | Maryla<br>MO<br>PUB<br>Expand | and's Largest School Dis<br><b>NTGOMERY C</b><br><b>SLIC SCHOOL</b><br><i>ling Opportunity and Unle</i> | trict<br>COUNTY<br>S<br>ashing Potential |                | Montgome          | y Co     | ounty     | Public   | Schoo              |
|-----------------------------------------|-----------------------------------|------------------|-------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|-------------------|----------|-----------|----------|--------------------|
| Home                                    | CALEND                            | AR               |                               |                                                                                                         |                                          |                |                   |          |           |          |                    |
| Calendar                                | 2 🗐                               | Classes          | T II.                         | Assi                                                                                                    | gnment Type                              | T)             | A                 | ssignme  | ent Statu | 6        |                    |
| Attendance                              | Today <                           |                  |                               | Nover                                                                                                   | nber 2020                                |                |                   |          | 3 Mo      | nth V    | leek Da            |
| Class Schedule                          |                                   |                  |                               |                                                                                                         |                                          | <b></b>        | Show Rotation Day |          |           | lovember |                    |
| Conference                              | Sun                               | Mon              | Tue                           | Wed                                                                                                     | Thu                                      | Fri            | Sat               |          |           |          |                    |
| Course History                          |                                   |                  |                               |                                                                                                         | Letter to                                | o Self         |                   | -        | 2 3       | 4        | 2 12 14            |
| A Grade Book                            | 1<br>Willing in So                | 2                | 3                             | 4                                                                                                       | 5                                        | English 94(    | 3): Letter        | 0        | 16 17     | 18 1     | 2 13 14<br>9 20 21 |
| A <sup>+</sup> <sub>☉</sub> Report Card | <ul> <li>Writing in 30</li> </ul> |                  | <b>N</b> Holiday              | N Stall Develo                                                                                          | to Self                                  | - Score        | J). Letter        | 22       | 23 24     | 25 2     | 6 27 28            |
| School Information                      | Vocabulary                        |                  |                               |                                                                                                         |                                          |                |                   | 29       | 30        |          |                    |
| Student Info                            |                                   |                  |                               |                                                                                                         |                                          | Letter to Self |                   |          |           |          |                    |
| Parent Resources                        |                                   |                  |                               |                                                                                                         |                                          | Production     |                   | F        | Even      | ts       |                    |
| Documents                               |                                   |                  |                               |                                                                                                         |                                          | • Designer olf |                   | <b>5</b> | Asses 🛛   | sments   |                    |
|                                         | 8                                 | 9                | 10                            | 11                                                                                                      | 12                                       | 13             | 14                |          | 🖊 Assigi  | nments   |                    |
|                                         |                                   | Staff Develo     | Progress Ch                   | Biological M                                                                                            | Biological M                             | * Biological M |                   |          | _         |          |                    |
|                                         |                                   | "L. U.S. History | Progress Ch                   | Pre-Reading                                                                                             |                                          | * Mood Nearp   |                   |          | Holida    | iys      |                    |
|                                         |                                   |                  |                               | Pemmes au                                                                                               |                                          | E Sentiments   | 1                 |          | School    | l Events |                    |



# 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. View assignment details and any teacher notes.

**NOTE:** Due to the standards based grading in elementary, parents viewing the elementary Grade Book will not see grades until you click on the marking period link.





Secondary Example





Elementary Example

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### 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.

|                        |                       | MCPS<br>are required to follow JCCP in<br>for Computer Systems, Electron | For MCPS educat<br>All actions are<br>may be logged and at<br>gulation IGT-RA, Use<br>nic Information, and ? | ional use only.<br>subject to MCP5<br>hirred. All users<br>Responsibilities<br>etwork Security. |                       | My Account Help Online Registration Close<br>Montgomery County Public Schools<br>Good afternoor |
|------------------------|-----------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------|
| Home                   | SCHOOL I              | NFORMATION                                                               |                                                                                                              |                                                                                                 |                       |                                                                                                 |
| Synergy Mail           |                       |                                                                          |                                                                                                              |                                                                                                 |                       |                                                                                                 |
| Calendar               | 3                     |                                                                          | Sc                                                                                                           | nool Inform                                                                                     | nation                |                                                                                                 |
| Attendance             | Principal             | School Name                                                              |                                                                                                              | Address                                                                                         |                       |                                                                                                 |
| Course History         |                       | Bethesda-Chevy Chase High                                                |                                                                                                              | 4301 East-V<br>Bethesda                                                                         | Vest Hwy<br>1D 20814- | 4420                                                                                            |
| Grade Book             |                       |                                                                          |                                                                                                              | Detricodd, i                                                                                    |                       | 4420                                                                                            |
| 2 School Information   | Phone<br>240-740-0400 | Fax                                                                      |                                                                                                              | Website UR<br>https://www                                                                       | L<br>v.montgom        | eryschoolsmd.org/schools/bcchs/                                                                 |
| lacktrian Student Info |                       |                                                                          |                                                                                                              |                                                                                                 |                       |                                                                                                 |
| Test History           |                       |                                                                          | Schoo                                                                                                        | ol Staff Cor                                                                                    | tact List             |                                                                                                 |
|                        | Staff Name            |                                                                          | Job Title                                                                                                    | 2                                                                                               | Phone                 | Extension                                                                                       |
|                        | Q                     |                                                                          | Q                                                                                                            |                                                                                                 |                       |                                                                                                 |
|                        | 4                     |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        | -                     |                                                                          | Principa                                                                                                     | l Asst High                                                                                     |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | Media S                                                                                                      | pecialist                                                                                       |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | School                                                                                                       | Sec I 10 Mo                                                                                     |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | High                                                                                            |                       |                                                                                                 |
|                        |                       |                                                                          | Teacher                                                                                                      | Esol                                                                                            |                       |                                                                                                 |

### 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.

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3. Review the information about your child.

|                    | ·                                                                | MCP5<br>are required<br>for Comput | For MCFS educational use only.<br>All actions are subject to 3/CPS<br>preview and may be logged and enhanded. All users<br>for logitary MCF subprassibilities<br>for Systems, Electronic Information, and Network Security. |            | My           | Account Help Online Registration Close<br>gomery County Public Schools<br>Good afternoon, |
|--------------------|------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|-------------------------------------------------------------------------------------------|
| Home               | STUDENT INFO                                                     |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
| Synergy Mail       |                                                                  |                                    | Student Infor                                                                                                                                                                                                               | mation     |              |                                                                                           |
| Calendar           |                                                                  |                                    | Student mor                                                                                                                                                                                                                 | maton      |              |                                                                                           |
| Attendance         | Student Information                                              |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
| Course History     |                                                                  |                                    |                                                                                                                                                                                                                             |            | 0.1          |                                                                                           |
| Grade Book         | Student Name                                                     | MCPS Student ID                    |                                                                                                                                                                                                                             | Gender     | Gender Grade | Home Address                                                                              |
| School Information |                                                                  |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
| 💄 Student Info 2   | (Last Name Goes By)                                              | Nick Name                          |                                                                                                                                                                                                                             | Birth Date |              | Student Email                                                                             |
| Test History       |                                                                  |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
|                    | Phone Communication Language Track School Name Bethesda-Chevy Ch |                                    |                                                                                                                                                                                                                             |            |              | vy Chase High                                                                             |
|                    | IN CASE OF EMERGENCY: Names of per                               | rsons who can assume               | temporary responsibility                                                                                                                                                                                                    |            |              |                                                                                           |
|                    | No emergency information provided                                |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
|                    | Physician and Dentist Information                                |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
|                    | Auth. Health Care Provider Name                                  |                                    | Phone                                                                                                                                                                                                                       | Extension  | Hospital     |                                                                                           |
|                    |                                                                  |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |
|                    |                                                                  |                                    |                                                                                                                                                                                                                             |            |              |                                                                                           |

### Report Card: How do I see my child's report card (secondary)?

Follow the steps below:

- 1. Click on **Report Card** in the left-side menu.
- 2. Choose the correct marking period.
- 3. Review grades for each course/class.
- 4. Click to view a PDF copy of the report card.



| 10 Store           | Maryland's Largest School District<br>MONTGOMERY COUNTY<br>PUBLIC SCHOOLS<br>Expanding Opportunity and Unleashing Potential | My Account Help Online Registration Close |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Home               | REPORT CARD                                                                                                                 |                                           |
| Synergy Mail       |                                                                                                                             |                                           |
| Calendar           | Student Grades MP1 - 2                                                                                                      |                                           |
| Attendance         |                                                                                                                             |                                           |
| Class Schedule     | Westland Middle                                                                                                             |                                           |
| 🔉 Conference       | Click here to view report card for MP1                                                                                      |                                           |
| Course History     | 3 Spanish 1A (WLG2131A)                                                                                                     | Participation:                            |
| Grade Book         | Room: 213                                                                                                                   | Assignment Completion:                    |
| ▲ Report Card      | Teacher Ad Hoc Comment:                                                                                                     | Comments:                                 |
| School Information |                                                                                                                             |                                           |
| Student Info       | Algebra 1A (MAT2000A) MP1 A                                                                                                 | Participation:                            |
| Parent Resources   | 2 Koom: 228                                                                                                                 | Assignment Completion:<br>Comments:       |
| Documents          | Teacher Ad Hoc Comment:                                                                                                     |                                           |

Report Card: How do I see my child's report card (elementary)?

## And... Test Scores: How do I view standardized test reports such as MAP/NWEA?

Follow the steps below:

- 1. Click on **Documents** in the left-side menu.
- 2. Click on the test report you wish to view as a PDF.



| <b>1</b> 555-                           |                                   | Maryland's Largest School District<br>MONTGOMERY COUNTY<br>PUBLIC SCHOOLS<br>Expanding Opportunity and Unleashing Potential | My Account Help Online Registration Close |
|-----------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Home Synergy Mail                       | DOCUMENTS                         |                                                                                                                             |                                           |
| Calendar                                |                                   | Documents                                                                                                                   |                                           |
| Attendance                              | Upload Date Document              |                                                                                                                             | Document Category                         |
| Class Schedule                          | 11/19/2022 MAP Report - Fall 2020 |                                                                                                                             | MAP Reports                               |
| Conference                              | 11/20/2020 20-21 MP1 Report Card  |                                                                                                                             | Report Card                               |
| Course History                          | 10/05/2020 20-21 Interim          |                                                                                                                             | Report Card                               |
| Grade Book                              |                                   |                                                                                                                             |                                           |
| A <sup>+</sup> <sub>∅</sub> Report Card |                                   |                                                                                                                             |                                           |
| School Information                      |                                   |                                                                                                                             |                                           |
| lacksquare Student Info                 |                                   |                                                                                                                             |                                           |
| Parent Resources                        |                                   |                                                                                                                             |                                           |
| Documents 1                             |                                   |                                                                                                                             |                                           |
|                                         |                                   |                                                                                                                             |                                           |



### myMCPS Classroom: How do I see Student Classwork/Zoom Links?

Note: You will automatically be logged into myMCPS Classroom/Canvas if you enter myMCPS Classroom/Canvas via ParentVUE.

### Follow the steps below:

1. Click on **Parent Resources > MyMCPS Classroom** in the left-side menu.



2. Select one of your child's classes to review.



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3. Parents can check the assignment status, description and grade from the Assignment tab. Parents can also check assignment due dates and description from the calendar. Parents will not see feedback or the actual assignment

| Home<br>Announcements<br>Assignments<br>Modules<br>Discussions<br>Quizzes S | polations Lecture Notes<br>end   Dar 0474 #1159m   3010pm<br>ones and Biodivenity Assessment<br>end   Dar 562 Dir (1319m   12101ph<br>Dar 562 Dir (1319m   12101ph<br>oned   Dar 562 Dir (1319m   12101ph<br>end   Dar 562 Dir (1319m   12101ph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MCWORK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
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| Pages<br>Syllabus<br>Google Drive<br>People                                 | unnels and Official Associated<br>and Data Selection (1970)<br>and Data Selection (1970)<br>d Data Sel | Biomes and Biodiversity Assessment Der Sep 2019 1359m Parts 10 Submitting a file uptical Available Sep 30 of 2 pm - Oxt 2 of 1159 pm 2 nov The subprove the solution Oxt 2 of 1159 pm 2 nov The subprove the solution of 2 of 1159 pm 2 nov The subprove the solution of 2 of 12 of 159 pm 2 nov The subprove the solution of 2 of 12 of 159 pm 2 nov The subprove the solution of 2 of 12 of 159 pm 2 nov The subprove the solution of 2 of 159 pm 2 nov The subprove the solution of 2 of 159 pm 2 nov The subprove the solution of 2 of 159 pm 2 nov The subprove the solution of 2 of 159 pm 2 nov The subprove the solution of |   |
|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Please make a copy of it and save it to your drive!   Please make a copy of it and save it to your drive!   Not*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Þ |





## How do I access ParentVUE on a mobile device?

**NOTE:** Your ParentVUE account must first be activated through a web browser following the steps <u>above</u> 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 MCPS.



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 **20850**.



|                         | Pare Pare                                                                                                                                                                                                                 | entVUE <sup>®</sup><br>wered by ()) Synengy- |  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--|
| To find school district | enter zip code of you                                                                                                                                                                                                     |                                              |  |
| Zip                     | o Code:                                                                                                                                                                                                                   |                                              |  |
| Synergy SIS school di   | strict(s) near your loca                                                                                                                                                                                                  | ation:                                       |  |
|                         | Allow "ParentVUE" to access<br>your location while you use<br>the app?<br>"ParentVUE" will use your Current<br>Location to find School Districts using<br>Synergy School Information System<br>near your current location |                                              |  |
|                         | Don't Allow                                                                                                                                                                                                               | Allow                                        |  |
|                         | Finding                                                                                                                                                                                                                   | ) Districts                                  |  |
|                         |                                                                                                                                                                                                                           |                                              |  |

4. Tap Montgomery County Public Schools from the list of school districts.



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5. Once you have connected to the MCPS 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.





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

Coming Soon!



# How do I complete the annual verification of information through Online Registration?

In the past, yellow emergency cards and a variety of other forms were sent home with students on the first day of school so that families could communicate updates about contact information, health, directory withholdings, emergency contacts, and more. This process will now take place in ParentVUE using Online Registration. The directions below are a general outline for how this process will take place. However, keep in mind, there are some variances depending on the grade level and options that are checked while completing the form.

**NOTE:** If you leave the annual verification process before completion, you will be prompted to resume or start over when you return.

#### **Resume Annual Verification**





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| Emergency - Contacts:<br>Add at least one emergency contact by<br>clicking the Add New Emergency<br>Contact button.                                                 | With With With With With With With With                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency - New Contact Information:<br>Enter a first and last name and at least<br>one phone number for each new<br>emergency contact. Click Save and<br>Continue. | Compared Restance Line       Engline         Demographics: New Contact       Contact Information:            • Instructions           • Instructions          Presse file in the following fields:          • Instructions          First Name*           Address           Oity           State           Zip Code           (Previous)          • Save Avid Continue 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Emergency:<br>Once you have entered your emergency<br>contacts, confirm that you get the green<br>complete button for each, and then click<br>Save and Continue.    | <complex-block>         With white we wanted the second of the s</complex-block> |





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Translated Guides:



## How do I complete online Athletic Registration?

Athletic Registration is completed in ParentVUE using Online Registration. After logging into ParentVUE:

- 1. Click on the "Online Registration" menu link in the upper right hand corner
- 2. Select "Athletic Registration" from the dropdown menu
- 3. Click "Begin Registration.

|                                                                      | My Account Help Online Registration Close<br>Montgomer, Lounty Public Schools |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Please select the online packet you 2020-2021 Athletics Registration | would like to begin*                                                          |
|                                                                      | Begin Registration > 3                                                        |

For a complete breakdown of all Athletic Registration screens, please refer to our <u>Athletic Registration Support</u> <u>Guide</u> for parents.

▲ If another online registration is in progress (i.e. annual verification), you will not be able to start a new athletics registration. To start an athletic registration, you will need to choose "Start Over" when you return to the online registration screen.

| Resur    | ne Annual Verification                                                                                                                             |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 2        | 2020-2021 Annual Verification                                                                                                                      |
| TI<br>Ri | nank you for returning to the Annual Verification - Student Information process. To continue where you left off, select esume Annual Verification. |
|          | Resume Annual Verification     X Start Over                                                                                                        |
|          | Save And Continue >                                                                                                                                |

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▲ If a previous online registration submission of any type is still pending, you will not be able to start a new registration. Therefore, please contact your child's school to inform them that a previous online registration submission requires approval.

| N | Status        | Last Name            | First Name                    | Grade                | School Name                | Comments                             |
|---|---------------|----------------------|-------------------------------|----------------------|----------------------------|--------------------------------------|
| ľ | 🔀 Waiting     |                      |                               |                      |                            |                                      |
| _ |               | ·                    |                               |                      |                            |                                      |
|   | You will be   | entering information | n for 2020-2021 HS Athletic   | s Registration - Fal | i i                        |                                      |
|   |               |                      |                               |                      | and the second second      | an and a second second second second |
|   | You do not ha | ave any students as  | sociated with your profile. I | f you have a studen  | t that should be associate | d with your profile please stop here |
|   |               |                      |                               |                      |                            |                                      |

Begin Registration >

## How do I enroll a new student to MCPS?

Coming Soon!



## 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 don't I see my child's Schedule?

Schedules will begin posting for schools on 8/26. Once posted, they will be visible on 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.



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