

Create Account



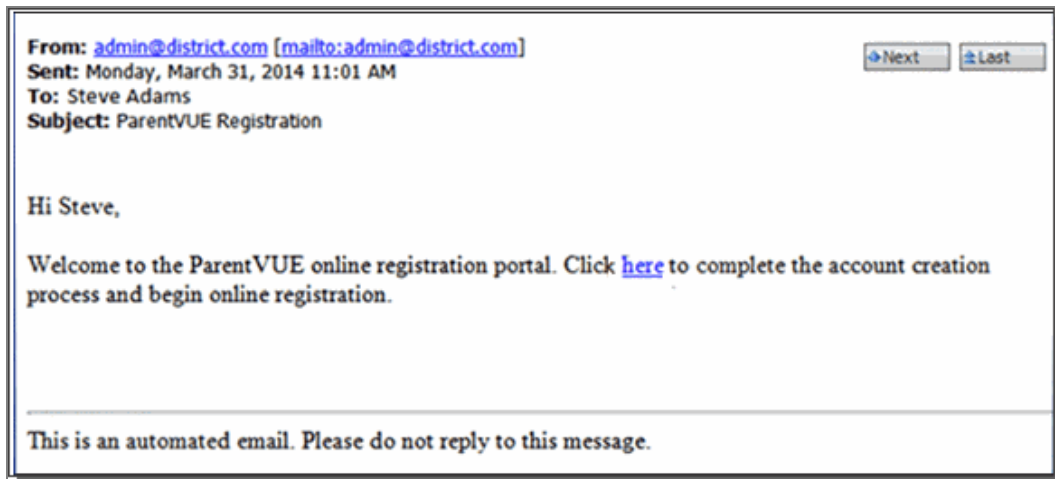
If you are already an existing parent within the district, contact your school for your activation key.

1. Log on to the Online Registration Account Access screen.
2. Click the link under **Create a New Account**.



Online Registration Login Screen

3. Complete the steps of the new account creation process.
4. Click **Submit** and close your browser window. A confirmation message is sent to your email account, which contains a link that allows you to complete the account creation process.



Online Registration Confirmation Message

5. Click the link in the email. The Complete Account Creation window displays.
 - a. (Optional) Change your **User ID**, if desired. The default is your email address.
 - b. Enter a **Password**.

- c. Enter the password again in **Confirm Password**.



Online Registration, Account Creation Screen

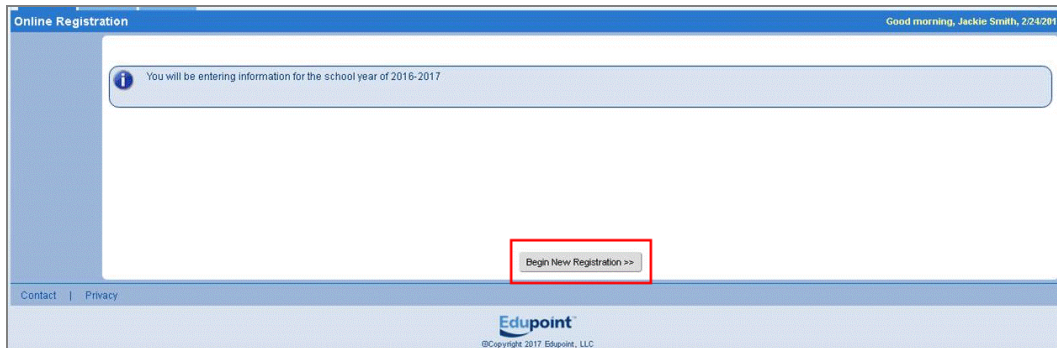
6. Click **Save and Continue**.

Beginning Registration

Depending on the time of year, you have the option to register for the current school year or the next school year. Start of enrollment for the next school year can vary.

Current School Year Only

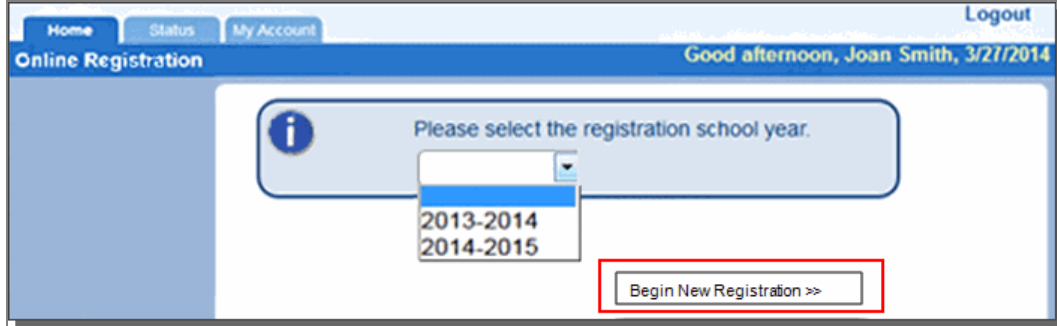
1. Click [Begin New Registration >>](#).



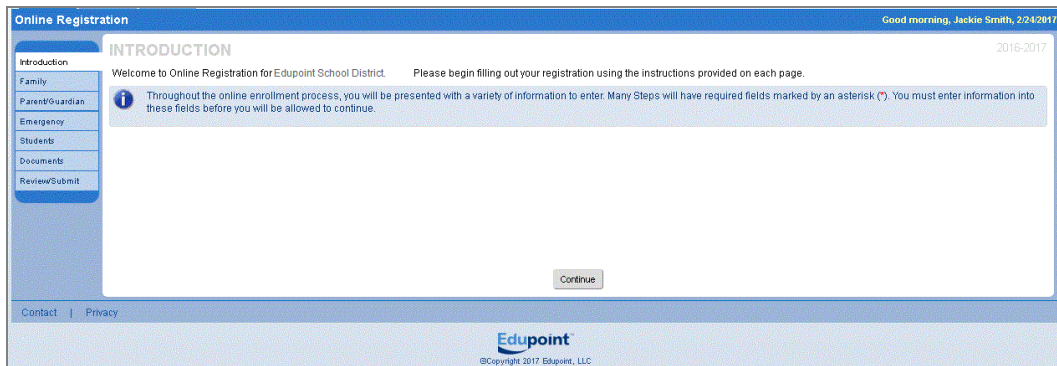
Online Registration Screen, Home Page

Current School Year or Next School Year

1. Select a school year.
2. Click **Begin New Registration >>**. The Introduction displays.



Online Registration Screen, Home Page

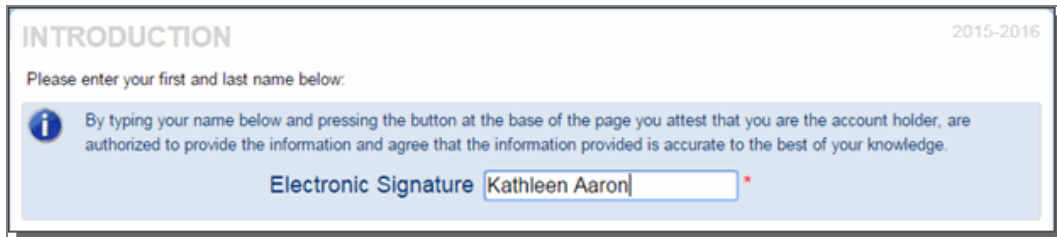


Online Registration Screen, Introduction Page

3. Click **Continue**.
4. Enter your name to indicate that you are the account holder.



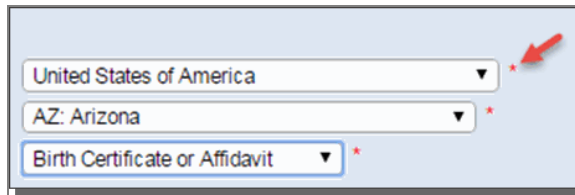
The electronic signature must exactly match the name on your account.



Online Registration Screen, Introduction Page

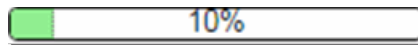
5. Follow the prompts to complete the enrollment.

- A red asterisk indicates the information is required before proceeding.



Online Registration Screen

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



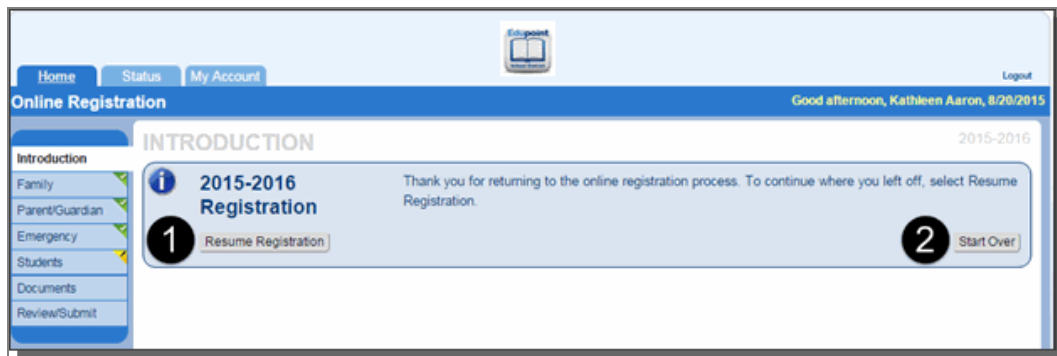
Online Registration Progress Bar

- When a section is complete, it is designated by the green check mark.



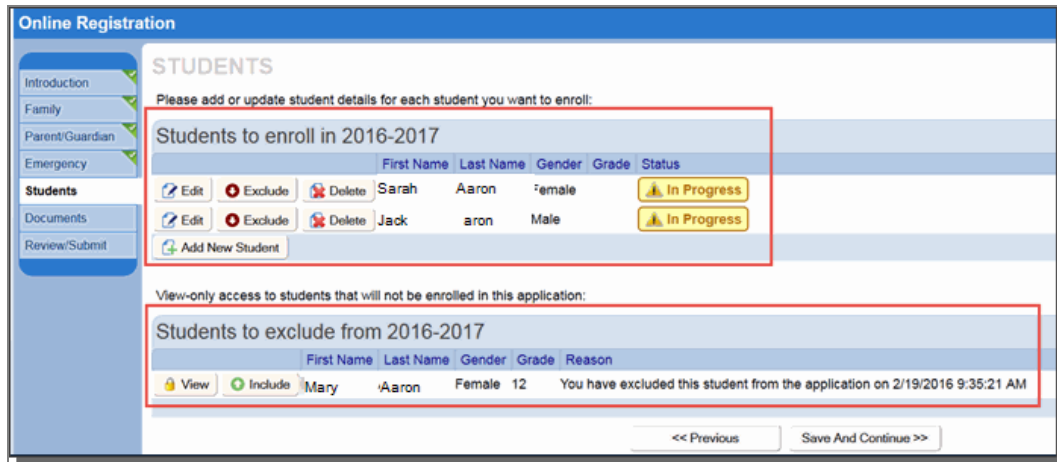
Online Registration Navigation Menu

- To stop the enrollment process and log out, the information saves and you may pick up where you left off **1** or you may start over **2**.




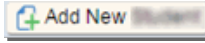
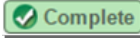


Online Registration Screen, Introduction Page

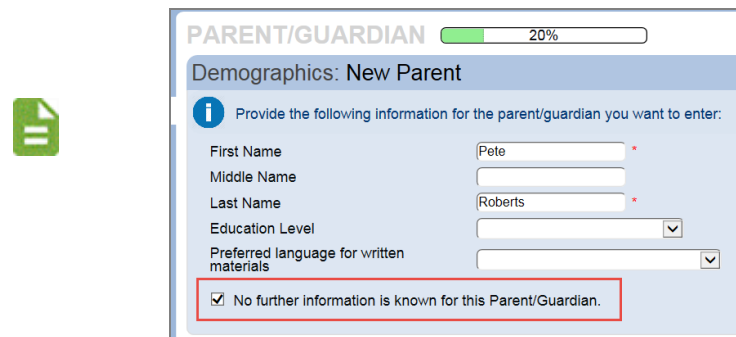
- On screens that list parents/guardians, students, and emergency contacts:




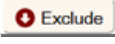

Online Registration Screen, Students Page

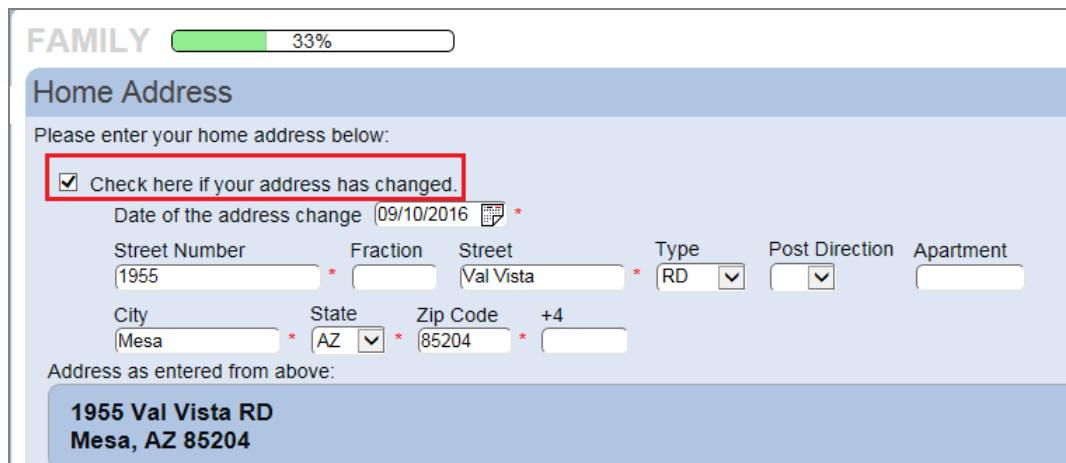
- Click  to complete the information.
- Click  to edit the information
- Click  to delete the person from the registration.
- Click  to add another person's information. This displays only if your district allows new enrollments. If your district only allows reenrollments, **Add New Student** does not display.
- When  displays for all, click **Save and Continue** to move to the next screen.

Select **No further information is known for this Parent/Guardian** when adding new parents/guardians to only enter the **First Name** and **Last Name**.



Online Registration Screen, Parent/Guardian Page

- When entering students, the options available are different depending on your district setup:
 - Allows new enrollments and reenrollments
 - Does not allow new enrollments
 - Only allows new enrollments
 - The buttons displayed vary based on the if the student is included or excluded from online registration.
 - Click  to include an excluded student.
 - Click  to exclude an included student
 - Click  to view an excluded student.
- You must set a **Primary Address** associated with a parent/guardian for each student.
- If your school allows reenrollment and allows you to change your address during reenrollment, the Home Address page provides you this option.
 - You must select this option to change the address.
 - All fields with red asterisks (*) are required.
 - A new date field appears when you select this option.
 - Your district may require the date field.



FAMILY 33%

Home Address

Please enter your home address below:

Check here if your address has changed.

Date of the address change 09/10/2016 *

Street Number * Fraction Street * Type Post Direction Apartment

1955 * Val Vista * RD * * *

City * State * Zip Code * +4

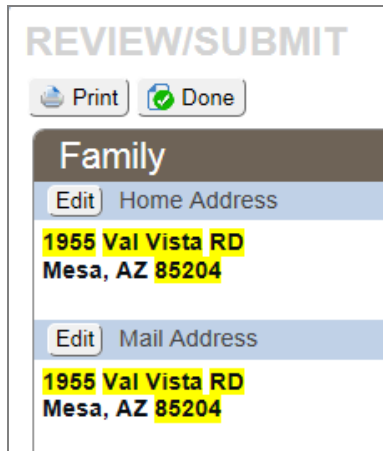
Mesa * AZ * 85204 * *

Address as entered from above:

**1955 Val Vista RD
Mesa, AZ 85204**

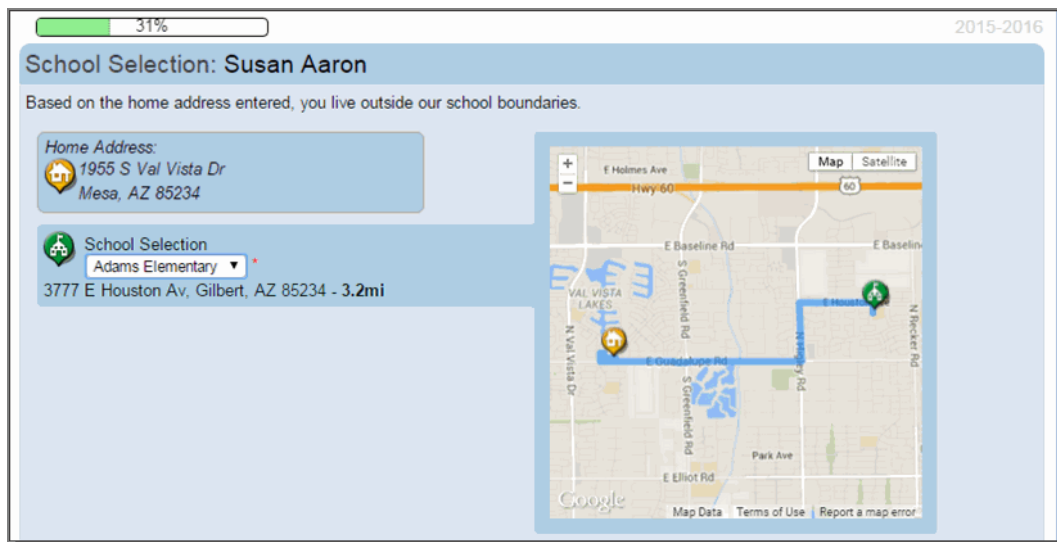
Online Registration Screen, Family Page

- The Review/Submit screen highlights the change in the address fields.








Online Registration Screen, Review/Submit Page

- If your school district allows open enrollment, the School Selection page displays to allow you to apply to the school of your choice.



Online Registration Screen, School Selection Page

There are a few tools to help you make your selection.

-  - Use to enlarge or reduce the map for better viewing
-  - Hover over to display the name of the school
-  - Indicates your address
-  - Indicates the current school selection
-  - Indicates other school choices available
- The distance from your address is indicated on the screen

- On Parent/Guardian Relationships screen when completing information for students, there are two options for indicating which relationships have access to ParentVUE.
 - If the **ParentVUE** column displays, use this column to indicate which relationships have access to the student’s records in ParentVUE.

Parent/Guardian Relationships: Susan Aaron

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	ParentVUE	Mailings Allowed	Release To	Financial Resp.
Mother	Kathleen	Aaron	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Father	Phillip	Aaron	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> No Relationship											

Information:

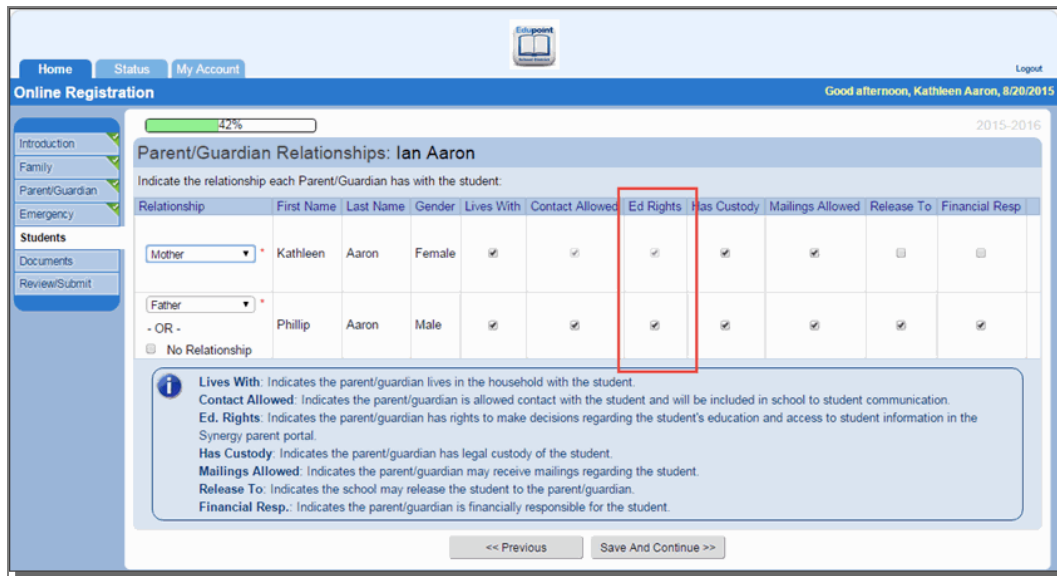
- Lives With:** Indicates the parent/guardian lives in the household with the student.
- Contact Allowed:** Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
- Ed. Rights:** Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
- Has Custody:** Indicates the parent/guardian has legal custody of the student.
- ParentVUE:** Indicates the parent/guardian has access to ParentVUE for the student.
- Mailings Allowed:** Indicates the parent/guardian may receive mailings regarding the student.
- Release To:** Indicates the school may release the student to the parent/guardian.
- Financial Resp.:** Indicates the parent/guardian is financially responsible for the student.

<< Previous Save And Continue >>

Online Registration Screen, Parent/Guardian Relationships Page

- If the **ParentVUE** column does NOT display, use the **Ed. Rights** column to indicate which relationships have access to the student's records in ParentVUE.

- Synergy SIS automatically provides access to the enrolling parent or guardian.
- The **Lives With** option automatically selects if using the parent as the Primary Address for the student.



Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Mother	Kathleen	Aaron	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Father	Phillip	Aaron	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lives With: Indicates the parent/guardian lives in the household with the student.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
Has Custody: Indicates the parent/guardian has legal custody of the student.
Mailings Allowed: Indicates the parent/guardian may receive mailings regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.
Financial Resp.: Indicates the parent/guardian is financially responsible for the student.

Online Registration Screen, Parent/Guardian Relationships Page

- (Optional) Select the **Transportation** page. You can select **Student Bus Transportation Needed** or skip this module entirely. Selecting this option provides additional fields for input.
 - **Responsible Person and Phone**
 - **Pick-up and Drop-off Address**

• **Special Transportation Requirement**

100%

Transportation: Shannon Bishop

Student Bus Transportation Needed

Pick-up

Responsible Person Phone
 (Maddie Bishop) (555) 480 - 7597

Pick-up address same as home address

3300 Bishop CT

Drop-off

Responsible Person Phone
 (Vicky Huerta) (555) 602 - 4675

Drop-off address same as home address

Street Number Fraction Direction Street Type Post Direction Apartment
 2304 * * Blake * RD * * *

City State Zip Code +4
 * * * *

Address as entered from above:

2304 Blake RD
✔

Special Transportation Requirement

A/C
 Ramp
 Seat Belts
 Aide

Online Registration Screen, Transportation Page

7. Select the **Documents** page. Online Registration lists all the document options you can upload here, grouped by Family and Students.

Only students with a current IEP have the option to upload the IEP Document.

DOCUMENTS

Family

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.

Document Type Rental Agreement

Document PROOF OF RESIDENCY 1.docx

Primary Home Address Verification:

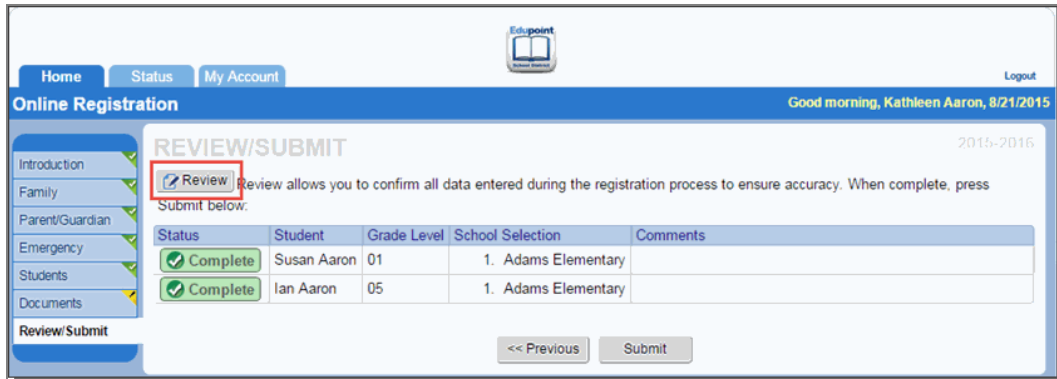
I will deliver a hard copy to the school instead of uploading it.

Document Type Utility Statement

Document Utility Bill.docx

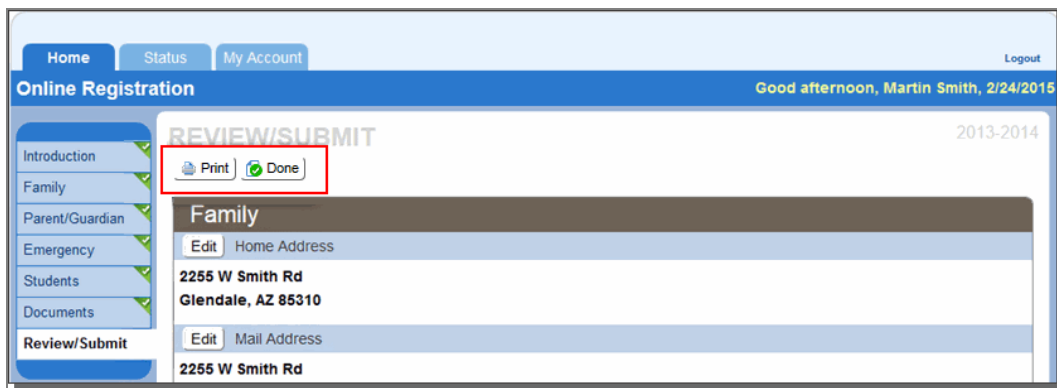
Online Registration Screen, Documents Page

- When finished with the enrollment, click **Review** to confirm all data entered during the registration process is accurate. Click **Print** to print a copy of the enrollment information that you entered.



Online Registration Screen, Review/Submit Page

- Click **Done**, when finished.

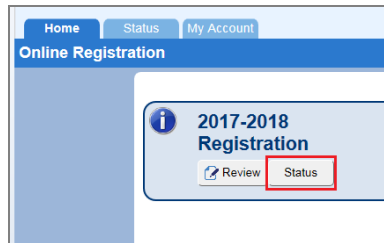


Online Registration Screen, Review/Submit Page

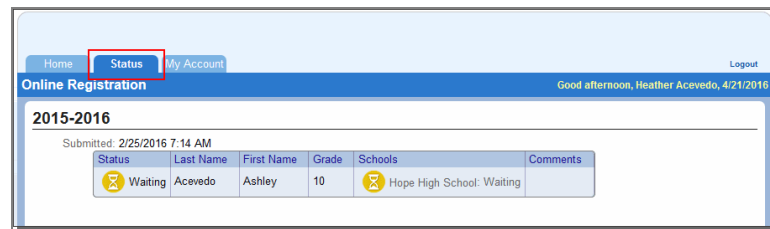
10. Click **Submit**.

After submitting the completed registration, your school district reviews the information and determines whether to accept it or not.

To view the status of the application, log in to ParentVUE and click the **Status** tab or click the **Status** button.



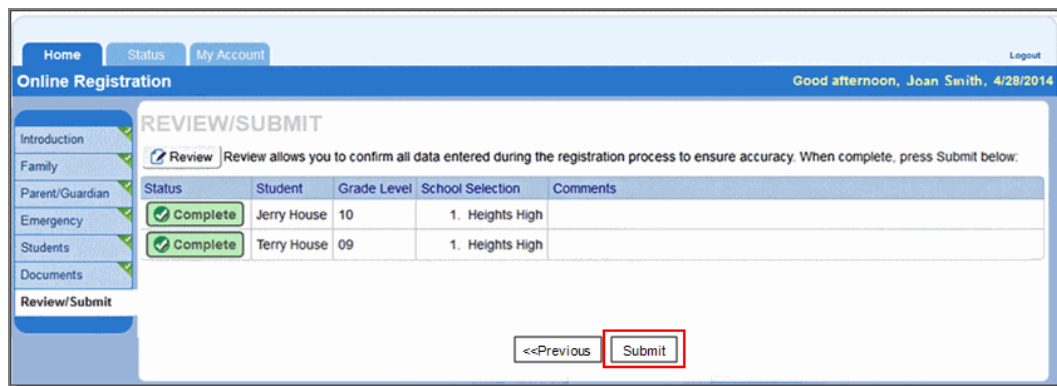
Online Registration Screen, Home Page



Online Registration Screen, Status Tab

At this stage of the process, you can only review the registration data. Once the school district reviews and accepts all the registrations, you can log in to Online Registration to modify or register additional children.

Previously denied registrations move to a **Waiting** status when the school retracts the denial.



Online Registration Screen, Review/Submit Page