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Activating Your Account

1. Open an Internet browser and go to the Peoria Unified School District home page: https://www.peoriaunified.org/

2. Hover over the Families tab and then click to select ParentVUE.

3. Click the Click Here to Enter button.

4. Click I am a parent >>.

5. Click More Options.

6. Click Activate Account.

7. Click I Accept to accept the privacy statement.

8. Click I Accept.

9. Enter your First Name, Last Name, and Activation Key exactly as they appear in the Activation Key Letter you received from your school office.

10. Click the Continue to Step 3 button.
11. Create a **User Name**, **Password** *(Confirm Password)*, and enter your **Primary Email**.

12. Then click the **Complete Account Activation** button.

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**Logging into ParentVUE**

1. Open an Internet browser and go to the Peoria Unified School District home page: https://www.peoriaunified.org/

2. Hover over the **Families** tab and then click to select **ParentVUE**.

3. Click the **Click Here to Enter** button.

4. Click **I am a parent >>**.

5. Enter your **User Name** and **Password**.

6. Then click the **Login** button.

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**Logging out of Your Account**

1. Be sure to click the **Logout** link in the upper right corner of the page when finished.

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**Forgot Your Password?**

1. From the ParentVUE Login page (see Logging into ParentVUE, steps 1-4 above).

2. Click the **More Options** button.
3. Click the **Forget Password** link.

4. Enter the **email** that was used during your account activation.

5. Then click the **Send Email** button.

6. A message will be sent including a link to change your password.

7. Click the link in the email and complete the form including your first and last name, and the new password.

8. Confirm the new password and then click **Change Password**.

9. If the password reset page is still open, use the **Click to return to Login** link to enter the password that was emailed.

Otherwise, follow steps 1-6 under **Logging into Your Account** above.

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**ParentVUE Home Screen**

1. Alexander
2. My Account
3. Home
4. Calendar
5. Attendance
6. Course Schedule
7. Conference
8. Course History
9. Course Request
10. Grade Book
11. Report Card
12. School Information
13. Student Info
14. Parent and Student Resources

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Last Updated: 3/12/2021
1. **Focus Menu** – select from the children actively enrolled in the district
2. **Streams** – allows parents to communicate with teachers
3. **My Account** – access and update account information
4. **Help** – information provided by the district
5. **Online Registration** – access to online registration during the registration period
6. **Logout** – logout when finished
7. **Navigation Bar** – contains links to display records for a selected child
8. **Recent Events** – includes grading period dates, conference events, school events, attendance notes, etc.

**Messages**

The **Messages** screen will have a list of messages from your child’s teacher(s).

1. Click on the message to open it.
2. Use the **Reply** button to respond to the teacher’s message.
3. Use the **Close** button to close the message.
4. Use the **Delete** button to delete the message.

**Calendar**

The **Calendar** screen displays assignments from the grade book (for the student shown), and other school and district events.
1. Filter by classes, Assignment Type, or Assignment Status
2. View by Month, Week, or Day
3. Show rotation displays the 6-day schedule for elementary school (a=1, b=2, c=3, d=4, e=5, f=6)
4. Click an assignment to view more information
   NOTE: Red assignments are either missing or have no score.
5. Show events (assessments, assignments, holidays, and school events)

Attendance

The Attendance screen displays information for the current school year.
ATTENDANCE

1. **Calendar View** – displays a series of calendars showing days this child was absent or tardy. Click on a date to view more attendance detail.

2. **Attendance Detail** – displays absences per course and period. Toggle Detail to ‘on’ to see a list of absences including reason, and notes.

Class Schedule

The **Class Schedule** screen lists the Period, Course Title, Room Name, and the Teacher for each class in separate columns.

1. Teachers can easily be contacted by clicking the name link or the envelope icon.
Conference

The Conference screen allows parents to schedule (or reschedule) parent-teacher conferences. Not all teachers use this feature. If a teacher does not allow for electronic scheduling of conferences, the page will display a note that there are no conferences available at this time.

To learn more about how to schedule a conference, if available, click to view the step-by-step directions.

Course History

Course History displays courses and grades received for all years and all schools in the Peoria Unified School District.

1. Toggle Details ‘on’ for Graduation Status, Test Requirements, or Student Course History.
The Graduation Status section provides detailed credit and test requirement information, if appropriate to the student school grade level.

a. Click a course title to view more information.

The Test Requirements section displays scores for required test for graduation.

The Student Course History section displays the mark earned, credit attempted, credit completed, and verified credit.

Unofficial Transcript: High School Students

NOTE: The unofficial transcript button is visible for both elementary and high school accounts. However, reports will only generate for students in grades 9-12.

Click the blue Unofficial Transcript button next to Graduation Status. A PDF document will be downloaded.

Course Request

The Course Request screen displays a read-only list of the courses your child(ren) can request for the following year.
The **Grade Book** screen allows parents to keep track of their child’s grades, assignments and test scores that have been posted by the teacher(s).

1. **Course Name** – click to view a list of assignments, their scores, and course content.
2. **Teacher Email** – click the name or envelope icon link to send an email to the teacher.  
3. **Class Resources** – Click the Class Level Resource link to open the list. Then click the name of the resource.

**NOTE:** Click the drop-down arrow in the upper-right corner to view a different grading period.

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**Report Card**
The Report Card screen shows grades for each quarter and for periods between quarters.

1. **Reporting Period** - Click drop-down arrow to view a specific grading period.
2. **Progress/Report Card** - Click the link to view or print the report for that term.
3. **Email** - Click a teacher’s name to send an email.

**School Information**

The School Information screen displays contact information for that school, including email for the principal, address, phone numbers, and the school’s website URL.
Student Info

The **Student Information** screen displays your child’s demographic information.

1. To edit the student information, click the **Edit Information** button located in the upper-left side of the screen.

2. Make any preferred changes, and then click the **Save Changes** button.

3. Your changes must be approved by the school’s front office staff.

Parent and Student Resources

The **Parent and Student Resources** page includes links to College Scholarship Eligibility as well as Student Login Information.
**College Scholarship Eligibility**

1. **Dashboard** - student profile, ID and contact information
   - a. **Scholarships** – eligible scholarships
   - b. **Demographic Profile** – age, GPA, Ethnicity
   - c. **Tests Profile** – test name, type, performance level, score, date taken
   - d. **FAFSA & Links** – dates and link to student aid site

2. **Notifications** – alerts for students

3. **Edit Profile** – students can view their scholarship profile, they cannot edit it

4. **Favorites** – students can set scholarships to save as a favorite

5. **Close \ Return to StudentVUE**

**Student Login Information**

Clicking the **Student Login Information** link will open a pop-out window with that child's username and password.
Streams

Sending a Message via Streams

1. Click the Streams button in the upper-right corner of the ParentVUE homepage.

2. Click the name of the teacher to send a message.

3. Add a message and then click Post.

NOTE: The teacher will receive the message on the Streams page and will have the option to respond.

4. When the teacher responds, an alert will appear on the Streams page.
5. Click the teacher’s name to view the message.
My Account

1. Click **My Account** in the upper-right corner of the screen.

2. Click **Update Account** to edit personal information.

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Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click **Change Password**.

**Account Detail and Options**

- **Personal Information**: 
  - Name
  - User ID
  - QAParent
  - Home Address
  - Mail Address
  - Same as Home Address
  - Phone Numbers
    - * Home: 602-555-1234
    - * Indicates primary contact phone

- **Go Paperless**: [] I only want to receive my child’s report card on-line, do not send me a printed report card.

- **Auto Notify**: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.
  - Attendance: Notify me when my child is tardy or misses a class
  - Grades: Notify me when my child’s current term grades are posted
  - Grade Book: Notify me with my child’s grade book scores

- **Send Messages Every**:
  - [ ] Sunday

- **Only Send Messages when Grades are below**: []

- **Auto Notify E-Mail**: Enter the e-mail addresses (primary is required) that you want all active notifications sent to:
  - Primary Email:  
  - Email #1: 

**Phone Numbers**

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>Type</th>
<th>Phone</th>
<th>Extension</th>
<th>Contact</th>
<th>Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Home</td>
<td>602-555-1234</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Acknowledged Documents**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Document (click to download)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Access History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Logged In Successfully?</th>
<th>IP Address Accessed From</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/07/2020</td>
<td>7:45 AM</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>07/08/2020</td>
<td>10:08 AM</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
1. **Change Password** – Click this link to change the account password
2. **Personal Information** – This information can only be changed by school personnel
3. **Paperless Reports** – click the checkbox to sign up for paperless reporting
4. **Auto Notify** – Set up automatic notifications for attendance, posted term grades, and grade book scores
5. **Auto Notify Email** – Add any emails to which notifications should be sent
6. **Phone Numbers** – add or delete phone numbers as preferred
7. **Acknowledged Documents** – acknowledged documents are not currently available in Peoria School District
8. **Account Access History** – this lists all login attempts by the user

**ParentVUE: Frequently Asked Questions (FAQs)**

1. **Do I have to register at each school if I have a child in elementary school and another in high school?**

   ParentVUE offers a single sign-on to view school information for all siblings, regardless of the grade level or school of attendance.

2. **Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?**

   Easy access to communication tools throughout the various ParentVUE screens promotes easy communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message. Click the Streams icon to add a message to the discussion thread.

3. **Is my child’s school information available to anyone on the Internet?**

   While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children only, and cannot see the records of other students.

4. **How can I navigate from one child to another within the same ParentVUE account?**

   All children linked to a parent in the district will have their first names listed in the menu at the top of the ParentVUE homepage. Click the drop-down arrow and select a child’s name to view the information.