ParentVUE™
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Peoria Unified School District's User Guide

To gain access to ParentVUE you must visit your child's school and provide them with proper identification. Your school will then issue you with an activation code that will grant you access.

ParentVUE gives access to student fees such as Preschool, KidZone & EdCamp. Users may view or pay various fees for one or multiple students.

The following instructions will guide you both with establishing a log on with ParentVUE and also through making your payment.

If you require further information or assistance please contact;

KidZone & EdCamp

Ashley Worrell	623-512-2047
Priscilla Glick	623-773-6688
Michelle McArdle	623-512-2066
Connie Flusche	623-556-7202

Preschool

Kelli Johnson	623-773-6683
Joanne Radnich	623-773-6677

Activating Your Account

1. Open your Internet browser go to the Peoria Unified School District home page: https://www.peoriaud.k12.az.us/Pages/Default.aspx

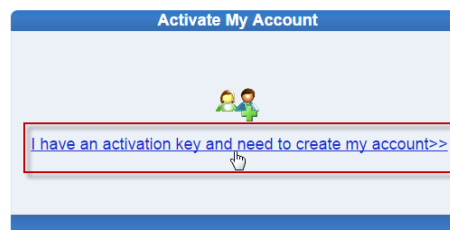2. Hover over the *Parent* tab and then select **ParentVUE**.

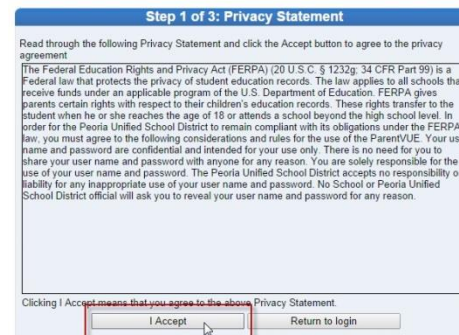3. Click the **Click Here to Enter** button.

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

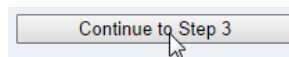2. Click **I have an activation key and need to create my account>>**.

3. Click **I Accept**.

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

5. Click the **Continue to Step 3 button**.

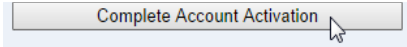6. Create a **User Name**, **Password** (**Confirm Password**), and enter your **Primary Email**.

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

Logging Into Your Account

1. Open your Internet browser go to the Peoria Unified School District home page: https://www.peoriaud.k12.az.us/Pages/Default.aspx

2. Hover over the *Parent* tab and then 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.

7. To begin making your payment please go to Page 4 of this document.

Logging Out of Your Account

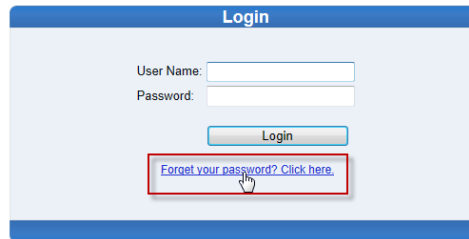1. Be sure to click the **Logout** link in the upper right corner of the page.

Forgot Your Password?

1. From the ParentVUE Login page (see steps 1-3 above), click **I am a parent>>**.

Click the **Forget your password? Click here** link.

1. Enter **your primary email** (that was used during your account activation).
2. Then click the **Send Email** button.

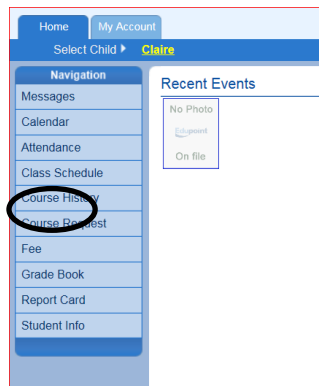3. A message will be sent to your primary email account including your password.

4. If the password reset page is still open, click the **Click to return to Login** link to enter the password you were emailed. Otherwise, follow steps 1-4 under Logging into Your Account above.
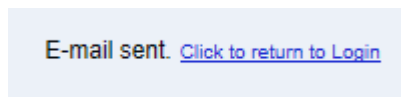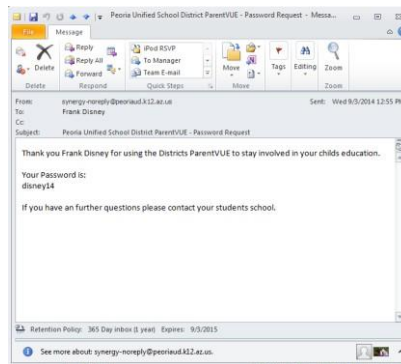
Making Your Payment

Step 1

From the Navigation Menu select "Fee"

Step 2

Select "Pay Fees"

Step 3

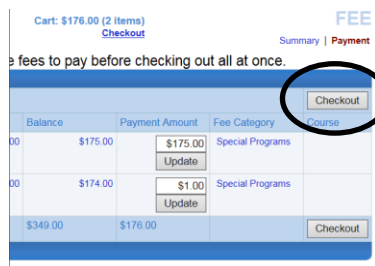Select the "Add" next to the line item you wish to pay.

Step 4

Enter the amount you wish to pay on this line item and select "Update"
If you would like to pay on multiple line items repeat steps 3 and 4.

Step 5

Select "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Step 6

Verify the amounts entered for each line item. Make any changes needed and Select "Update"

Step 7

Ready to make your payment? Select "Checkout"

Step 8

Verify the Total Order Amount and Select "Continue"

Step 9

Enter your Billing information and Select "Continue"

Step 10

If necessary edit your billing information and Select "Confirm Payment"

You will also be emailed a receipt to the email address you entered in the Step 9.

ParentVUE: Frequently Asked Questions (FAQs)

1. **Do I have to sign in 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 of the 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 the communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message.

   Parents can elect to receive customized email alert notifications regarding timely issues (see My Account – pages 9-10).

3. **Is my children'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 a child's name to view their information.

5. **Will I receive a monthly Statement?**

   No, at this time ParentVUE does not produce a paper statement. To view your current balance of fees you will need to log into your account.