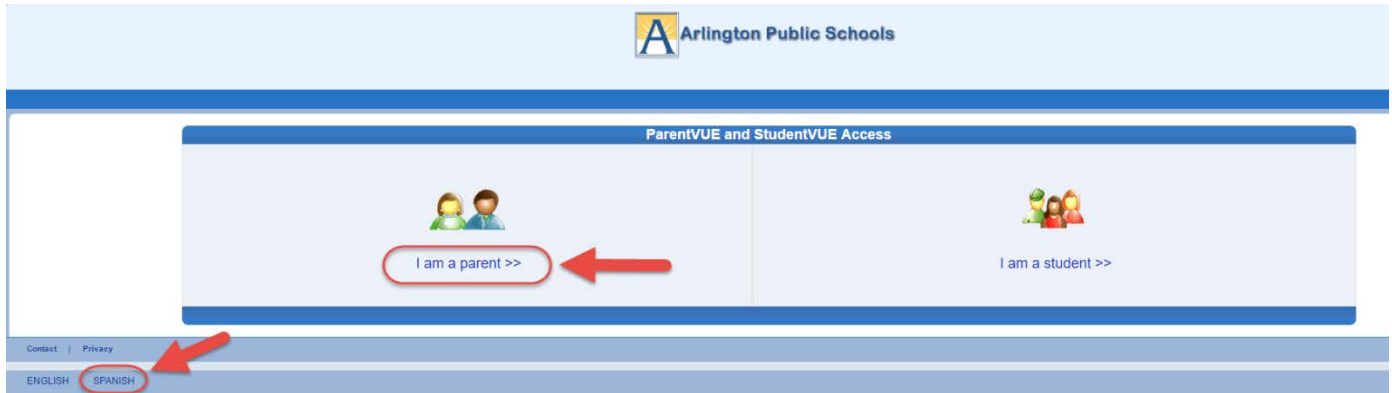


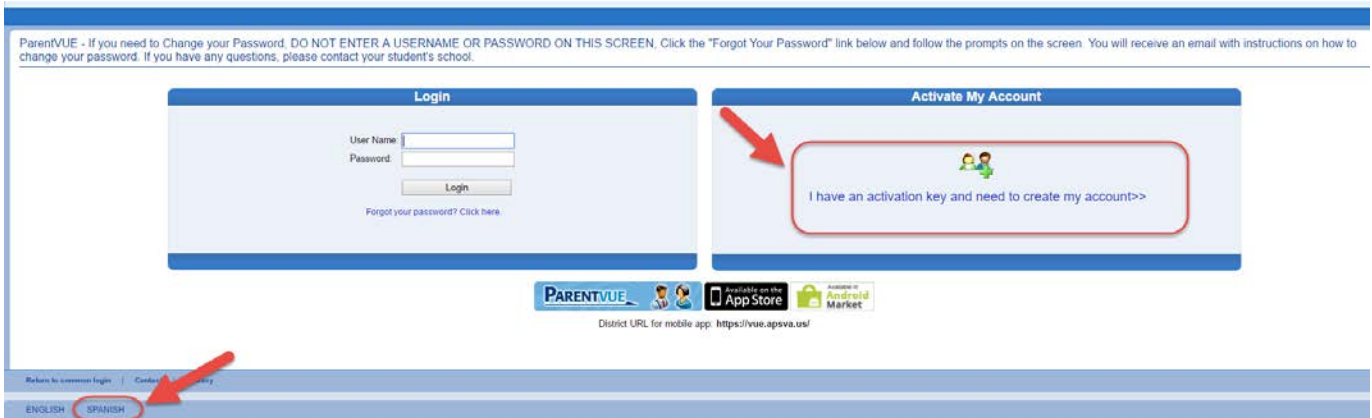
Activating Your Account

1. In your web browser go to: <https://vue.apsva.us/>



Optional: If you would like to view the ParentVUE screens in Spanish, click on the word Spanish on the lower left corner of the screen.

2. Click on **I am a Parent.**



Optional: If you would like to view the ParentVUE screens in Spanish, click on the word Spanish on the lower left corner of the screen.

3. Click on **“I have an activation key and need to create my account.”**

Note: You will need your **ParentVUE Account Activation key** that you will receive from your school. Check with the front office if you have not received this code.

SAMPLE LETTER



Wakefield High School
ParentVUE Activation Code



Welcome to **ParentVUE!**

ParentVUE is an online tool to help you monitor your student's education. It will allow you to update contact information and provide you with access to the latest information about your child's attendance and scheduling. Middle and high school families will also be able to view class assignments, scores, report card grades and course history with **ParentVUE**.

To create an account and log into **ParentVUE**:

1. Make sure you have your Activation Code below.
2. Enter the web address <https://vue.apsva.us/> into the browser. We recommend Firefox or Chrome.
3. Click "**I have an activation key and need to create my account**" link.
4. Review the Privacy Statement and click "**I Accept**".
5. Enter your first name, last name, and activation key exactly as it appears below and click **Continue to Step 3**.
6. Enter a username, password and primary email address.
 - The password must have a minimum of 6 characters, and consist of numbers and letters.
 - The email address will be used to recover your password if you lose it.
7. Click "**Complete Account Activation**" to finish setting up your account.

We value your support and hope you find this tool helpful! If you have any questions, please contact your student's school.

Thank you for being a partner with us in your student's education.

Activation First Name:

Activation Last Name:

Activation Code (APS Unique Identifier):

1. Read the Privacy Statement. Click on **I Accept**.

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

PRIVACY STATEMENT: Introduction
The site editor, Arlington Public Schools (APS), takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read the APS Parent Handbook for more information about this portal.

1. Collection of data
Registration for an account on this site requires only a valid e-mail address and a unique user name, one has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process) or due to the malevolent acts of a third party. As on many web sites, the site editor may also automatically receive general information that is contained in server log files, such as your IP address and cookie information. NO device information is collected. The information specifically collected is the Student ID number, parent email access identification, any information you provide into the account during registration, communications between APS staff and the parent, information provided to the HELP desk to assist with troubleshooting and aggregate usage data (which is not personally identifiable but rather information such as a number of log-ins etc.) There is no advertising permitted on this portal and no data sharing with third parties unless required by law.

Clicking I Accept means that you agree to the above Privacy Statement.

2. Enter your name and activation key exactly as they appear in your letter from the school. Then click **Continue to Step 3**.

Step 2 of 3: Sign In with Activation Key

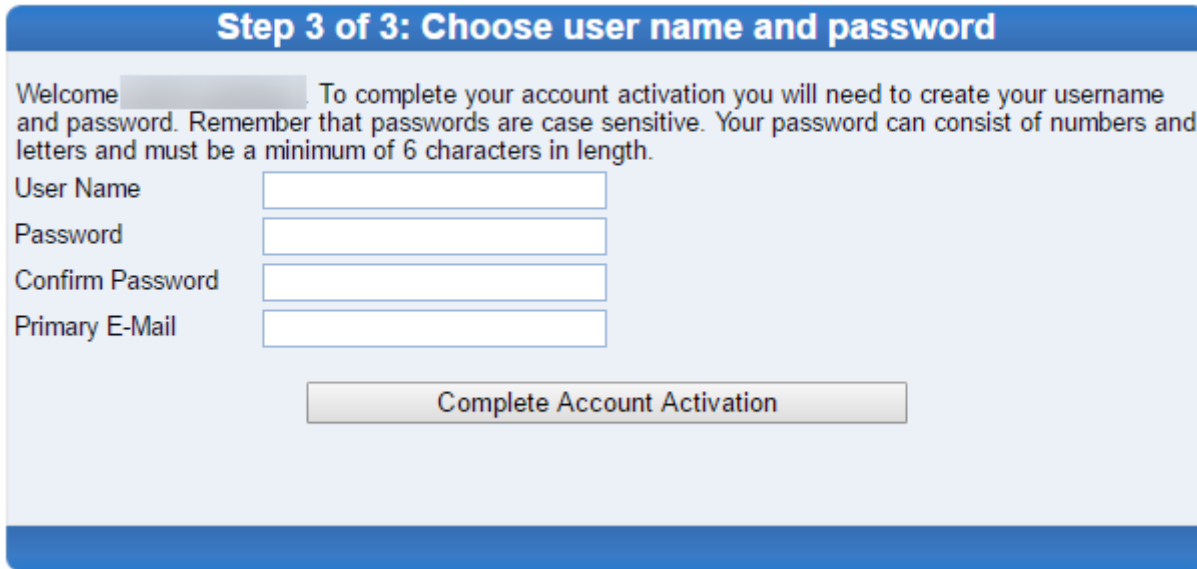
Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

Last Name

Activation Key

3. Choose a **Username** and **Password** (minimum of 6 characters) and provide an **Email Address**. Then click on **Complete Account Activation**. Your account is activated, and you are logged in. You will not need the Activation Key again.



Step 3 of 3: Choose user name and password

Welcome [redacted]. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name

Password

Confirm Password

Primary E-Mail

Note: Be sure to enter your email address to be able to receive emails from the school or your child's teacher and to be able to reset your password. Make note of your username and password.

New for this school year, **report cards will no longer be printed and sent home with your student.** **You can only view report cards in ParentVUE.** The process is quite simple;

Log into ParentVUE <https://vue.apsva.us>

Select: **I AM A PARENT**

Enter: **YOUR USER NAME AND PASSWORD**

Click: **LOGIN**

If you have more than one child at APS: **Choose each student from the dropdown menu in the upper left-hand corner.**

Locate: A list of topics under the **“Messages”** heading on the left-hand side of the screen.

Select: **DOCUMENTS** at the bottom of the list.

Click: **THE REPORT CARD LINK** under the list of documents to download the report card. The document will download as a PDF file.

Copies of these instructions are attached. Instructions will also be sent home with your student on Nov. 22nd in lieu of the actual report card.

If you have not yet logged into ParentVUE, instructions to do so are also attached. Please call the main office at 703-228-6275 if you need an activation key, password reset, or help linking all your children in ParentVUE. If you need to print a copy of the report card, you can do so at the kiosk in the main office.

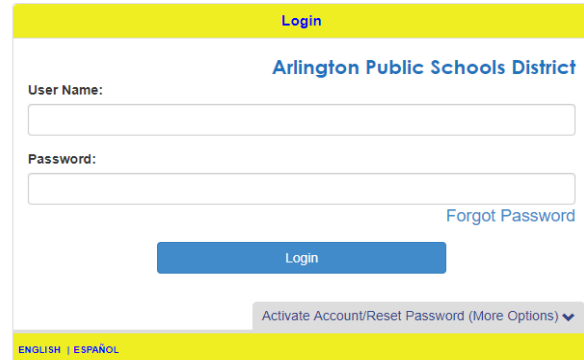
Thank you.

This guide covers viewing your student's Interim Progress Report (IPR) or Report Card in ParentVUE.

Log into ParentVUE:
<https://vue.apsva.us>

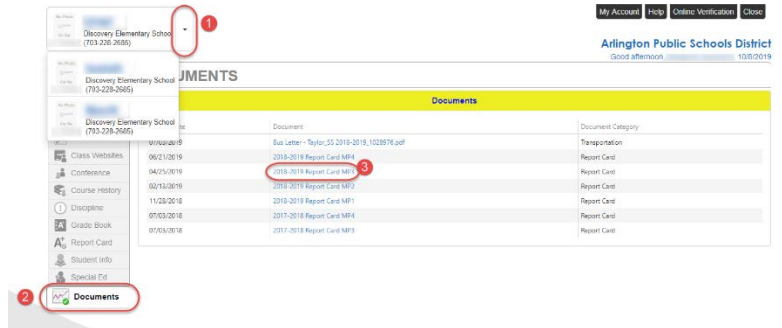
Click **I am a parent.**

Enter your **User Name** and **Password**,
 Click **Login**.



The login screen features a yellow header with the word "Login". Below it, the text "Arlington Public Schools District" is displayed. There are two input fields: "User Name:" and "Password:". A "Forgot Password" link is located to the right of the password field. A blue "Login" button is centered below the fields. At the bottom, there is a link for "Activate Account/Reset Password (More Options)" with a dropdown arrow. The footer contains the text "ENGLISH | ESPAÑOL".

1. Click the drop down in the upper left corner to select your student.
2. Click **Documents**.
3. Click the **Link** for the Interim Progress Report (IPR) or Report Card that you want to download.



The screenshot shows the "DOCUMENTS" page in ParentVUE. A sidebar on the left contains a navigation menu with items like "Class Websites", "Conference", "Course History", "Discipline", "Grade Book", "Report Card", "Student Info", and "Special Ed". The "Documents" item is circled in red with a "2" next to it. The main content area shows a table of documents. The first row is circled in red with a "3" next to it. A dropdown menu in the top left corner is also circled in red with a "1" next to it.

Document	Document Category
Bus Letter - Title 50 2018-2019_1028976.pdf	Transportation
2018-2019 Report Card MF4	Report Card
2018-2019 Report Card MF3	Report Card
2018-2019 Report Card MF2	Report Card
2018-2019 Report Card MF1	Report Card
2017-2018 Report Card MF4	Report Card
2017-2018 Report Card MF3	Report Card

Note: Document will download as a PDF file.