

Parent Vue Website - <https://sis-psvue2.tnk12.gov/RCS/>

Activation Key – provided by school

Note: To create an account, you need the web address and account activation key provided by the school district.

1. In your web browser, enter the address provided by the school district and press ENTER. The ParentVUE and StudentVUE Access screen opens.



Figure 1-1 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click I am a parent >>. The ParentVUE Account Access screen opens.

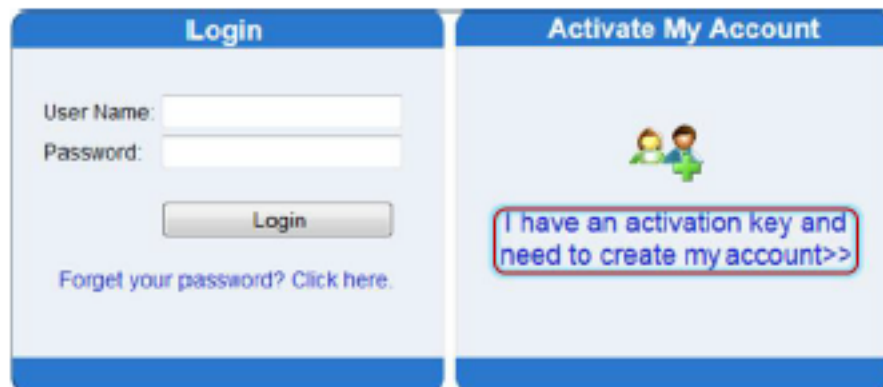


Figure 1-2 ParentVUE Account Access Screen

4. Click I have an activation key and need to create my account >>. Step 1 of 3, the district's Privacy Statement screen displays.
5. Read the Privacy Statement, click I Accept to agree to the privacy statement, and continue to create an account. Step 2 of 3, Sign In with Activation Key screen opens.

Step 1 of 3: Privacy Statement

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

Introduction
 The site editor 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 this site's Terms of use.

1. Collection of data
 Registration for an account on this site requires only a valid e-mail address and a user name that 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 depending on the way in which the site is configured) or unintentionally (subsequent to a successful act of intrusion by 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.

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

Figure 1-3 Step 1 of 3 Parent Account Activation Screen Privacy Statement

6. Enter **First Name**, **Last Name**, and **Activation Key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly.

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:

Figure 1-4 Step 2 of 3 Parent Account Activation Screen Sign In with Activation Key

7. Click **Continue to Step 3**. Step 3 of 3 : Choose user name and password screen opens.

Step 3 of 3: Choose user name and password

Welcome **Phillip Aaron**. 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:

Figure 1-5 Step 3 of 3 Parent Account Activation Screen Step 3 Of 3: Choose User Name and Password

8. Enter a unique **User Name**. An error message opens if someone is already using the user name entered.
9. Enter a **Password** and re-enter it in **Confirm Password**. The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters. The password is case-sensitive.
10. Enter the **Primary E-Mail** address.
11. Click **Complete Account Activation**.