

ParentVUE/StudentVUE

Parent/Student Account Creation Manual

The Albuquerque Public Schools
Web Based Parent/Student Communication Tool

MyStudent.aps.edu

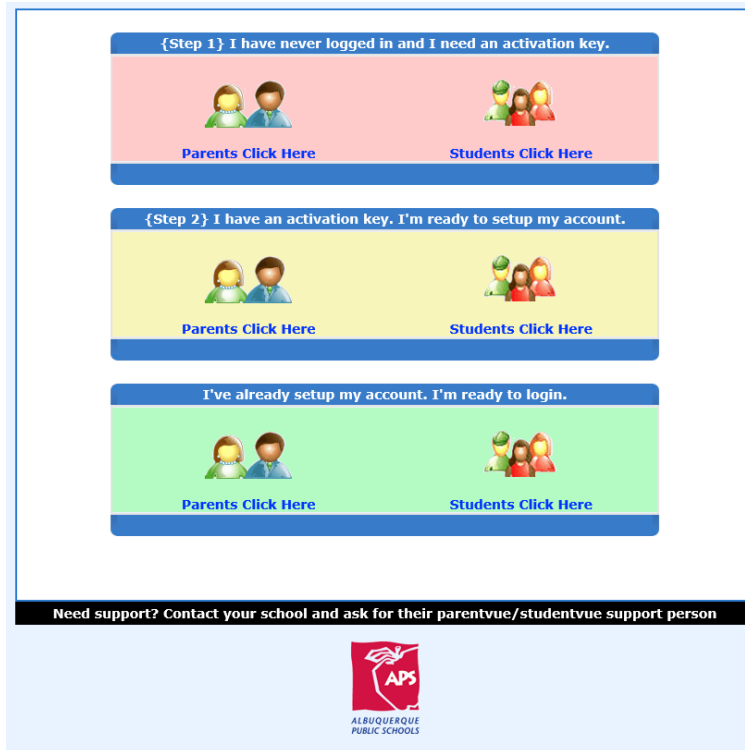
Support

ParentVUE/StudentVUE support is handled at the school. For support on this document or anything related to ParentVUE/StudentVUE contact your school's ParentVUE/StudentVUE support person.

ParentVUE and StudentVUE are websites that offer secure, private access to school and student information, including assignments, grades, attendance, school calendar, and teacher contact details. In ParentVUE, you can see the information for all of your students.

► **Start with opening your browser and going to mystudent.aps.edu**

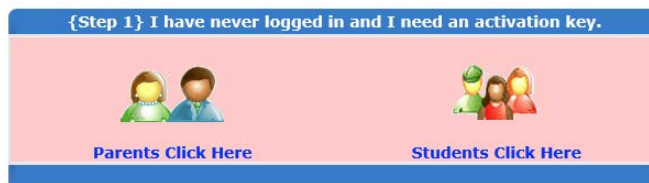
It will take you to the following screen of options:



First Time Access: Create an Account

If you received an activation key via paper letter then skip to step 4 on this document.

1. Click the parent or student icon, as appropriate, under “**{Step 1} I have never logged in and I need an activation key**”



2. Read the directions carefully on the screen. If you're a parent and have more than one child active in APS, choose one to fill out the information for. Fill out the form completely and accurately. Information must match exactly as it is in the APS student information system. Click **"Get Your Activation Key"** button.

View of the parent form. Student form varies slightly.



WELCOME to the ParentVUE Activation Key Retrieval Page.
 If you have more than one student, choose one to enter information on here. You will be able to view all of your students once activation is complete.
 Your Activation Key will be sent to the email address you enter below.

ParentVUE Activation Key Form

Parent First Name: _____
 Parent Last Name: _____
 Your Email Address: _____
 Student First Name: _____
 Student Last Name: _____
 Student ID Number (9 digits): _____
 Student Birthday (YYYY-MM-DD): _____

Get Your ParentVUE Activation Key

3. Your activation key is sent to the email address you provided in the form, Step 2 of this document. Follow the directions carefully in the email to continue creating your account.

ParentVUE Activation Key

noreply@aps.edu
 Sent: Wed 8/27/2014 12:49 PM
 To:

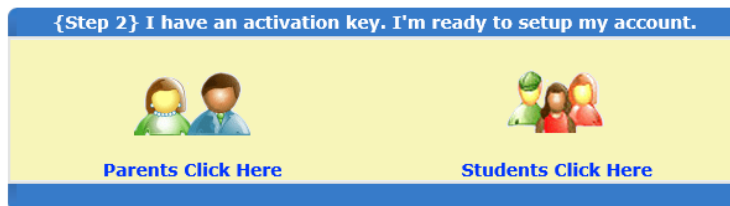
You can create your ParentVUE account by following the link below. You will need to enter your First Name, Last Name and this activation key: **DE6AW3Z**

Click [HERE](#) to go to the ParentVUE Account Access webpage.

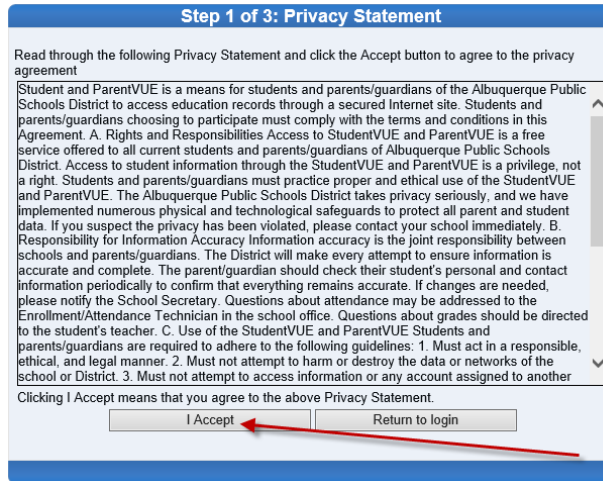
You can also copy this URL and paste it in your browser address bar.
<https://mystudentlogin.aps.edu/>

Please contact your school's ParentVUE/StudentVUE support person if you have any issues setting up your account.

4. Click the parent or student icon, as appropriate, under **"{Step 2} I have activation key. I'm ready to setup my account."**



5. Click “I Accept”.



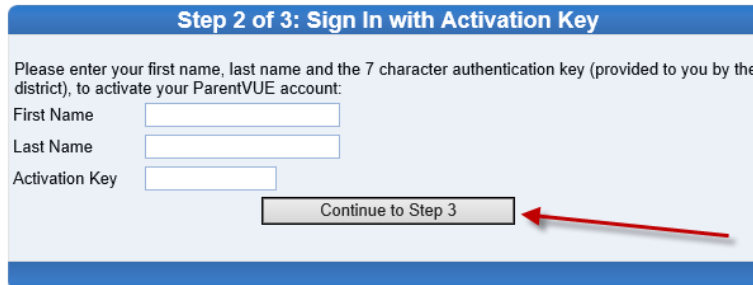
Step 1 of 3: Privacy Statement

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

Student and ParentVUE is a means for students and parents/guardians of the Albuquerque Public Schools District to access education records through a secured Internet site. Students and parents/guardians choosing to participate must comply with the terms and conditions in this Agreement. A. Rights and Responsibilities Access to StudentVUE and ParentVUE is a free service offered to all current students and parents/guardians of Albuquerque Public Schools District. Access to student information through the StudentVUE and ParentVUE is a privilege, not a right. Students and parents/guardians must practice proper and ethical use of the StudentVUE and ParentVUE. The Albuquerque Public Schools District takes privacy seriously, and we have implemented numerous physical and technological safeguards to protect all parent and student data. If you suspect the privacy has been violated, please contact your school immediately. B. Responsibility for Information Accuracy Information accuracy is the joint responsibility between schools and parents/guardians. The District will make every attempt to ensure information is accurate and complete. The parent/guardian should check their student's personal and contact information periodically to confirm that everything remains accurate. If changes are needed, please notify the School Secretary. Questions about attendance may be addressed to the Enrollment/Attendance Technician in the school office. Questions about grades should be directed to the student's teacher. C. Use of the StudentVUE and ParentVUE Students and parents/guardians are required to adhere to the following guidelines: 1. Must act in a responsible, ethical, and legal manner. 2. Must not attempt to harm or destroy the data or networks of the school or District. 3. Must not attempt to access information or any account assigned to another

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

6. Fill out your first name, last name and activation key (found in your email, see Step 3 in this document). Click “Continue to Step 3”



Step 2 of 3: Sign In with Activation Key

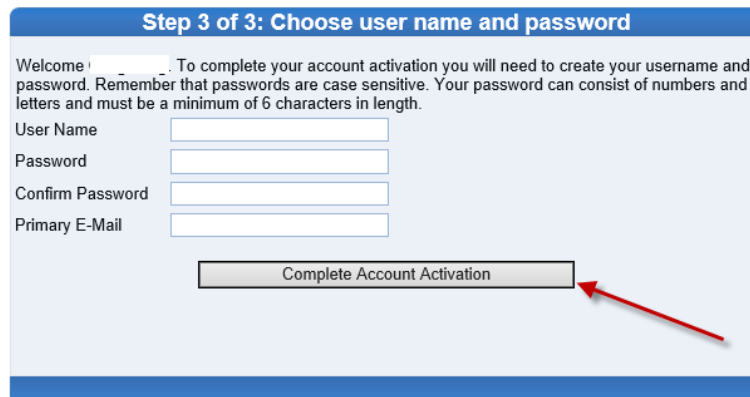
Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

Last Name

Activation Key

7. Read the directions carefully. You are now asked to create a permanent username, password and a primary email address. Click “Complete Account Activation”



Step 3 of 3: Choose user name and password

Welcome [blank]. 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.

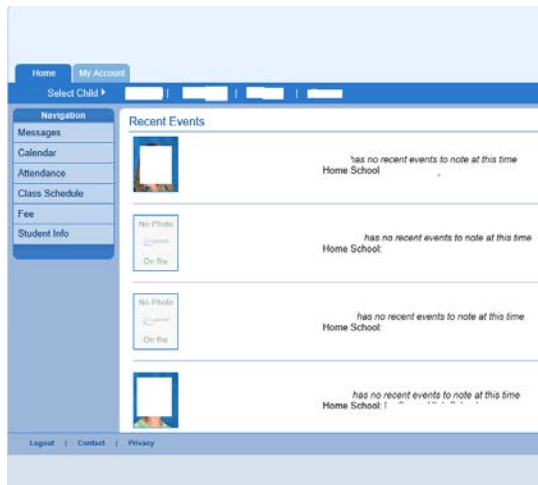
User Name

Password

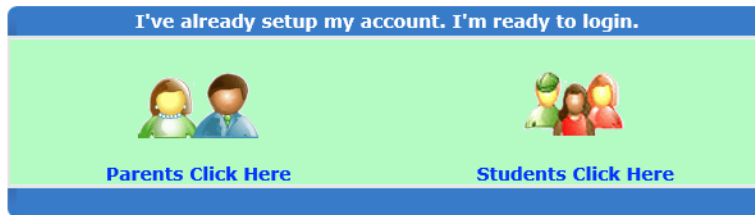
Confirm Password

Primary E-Mail

8. Upon successful completion you will be entered into ParentVUE/StudentVUE.



9. That concludes setting up a ParentVUE/StudentVUE account. You can now go directly to **mystudent.aps.edu**. Click the parent or student icon, as appropriate, under ***“I’ve already setup my account. I’m ready to login”***



10. Upon clicking the appropriate icon above you will be taken directly to the ParentVUE/StudentVUE login page. Use the username and password you created on step 7 of this document. Click ***“Login”***

