

Dear Parent(s) or Guardian(s):

We are excited to announce that District 196 has a new parent portal system called ParentVUE. Through ParentVUE you will have access to student and family information such as class schedule, report cards, attendance, health records, parent/family contact information, and FeePay for all of your children who are enrolled in a District 196 school. ParentVUE replaces SchoolView, which is no longer being used by the district.

Below is information you will need to set up your ParentVUE account. Please go to the web address shown below and follow the on-screen prompts. Step-by-step instructions are also available on the reverse side of this letter including how to access the iPhone/iPad and Android apps.

Web Address: <https://mn0196vue.tiescloud.net/mn0196>

NOTE: Enter your name and activation key ***exactly*** as they appear below (including middle initial if shown).

FIRST NAME:	Please note!
LAST NAME:	You will need to find these in the original postal mail.
ACTIVATION KEY:	If you do not have them you will receive them at the BTS event. When you arrive on the 30th please go directly to the ParentVUE station to get started

IMPORTANT: The first time you log into your ParentVUE account, you will be asked to review and edit your family, parent and student information, including demographic, health, emergency contacts and permission forms. You will need to complete this review process before being allowed to access ParentVUE.

You will also need to connect your ParentVUE account to an existing FeePay account, if one exists, or create a new one. FeePay is the district's online payment system.

Please see enclosed instructions for completing both of these processes. For assistance, go to <http://www.district196.org> and click on "Parent Portal Services" or contact your child's school.



Getting Started With ParentVUE

ParentVUE is a website that offers secure, private access to school and student information. In ParentVUE you can see the information for all of your children.

First Time Access: Create an Account

1. In a web browser, go to the following URL:
<https://mn0196vue.tiescloud.net/mn0196>

2. Click **I am a parent.**



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



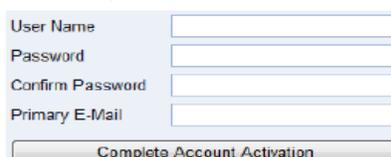
4. Read the Privacy Statement and click **I Accept** if you choose to continue.



5. Enter your name and activation key *exactly as they appear* in your letter and click **Continue to Step 3.**



6. Choose a user name and password (at least 6 characters), provide an email address, and click **Complete Account Activation.**



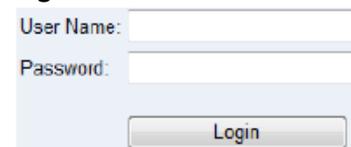
Subsequent Access: Logging In

1. In a web browser, go to the following URL:
<https://mn0196vue.tiescloud.net/mn0196>

2. Click **I am a parent.**



3. Enter your user name and password, and click **Login.**



Mobile Apps: Download and Setup

From your device, download the **ParentVUE** app by Edupoint for iPhone/iPad or Android devices from the iTunes Store or Google Play Store respectively.

To set up the app the first time you open it, you will be prompted to search for the district by zip code. If you are unable to find *Independent School District #196* by this method, you can press the **Enter Manually** button in the lower-right corner and type the following URL:

<https://mn0196vue.tiescloud.net/mn0196>

Press the **“Test”** button to confirm and find *Independent School District #196* then press **Done**.

You can now log into the ParentVUE app with the username and password previously created.



Emergency Card/Health Review and FeePay Integration Processes

Once you have your ParentVUE account set up, the first time you log in you will be prompted to complete the annual Emergency Card/Health Information Review process which allows you to review/edit information currently on file.

THIS PROCESS MUST BE COMPLETED VIA A WEB BROWSER. MOBILE APPS WILL NOT WORK!

Emergency Card/Health Review Process

1. If you aren't already, please log into ParentVUE (see steps on previous page) and follow the on-screen prompts to complete this process. You will be required to review and acknowledge each section before being allowed to proceed. Once all sections have a check-mark as shown to the right, you can submit to get to the ParentVUE homepage.



NOTE: When prompted to type your name as an electronic signature, you must type your name exactly as it appears on the first page of this letter including a middle initial if it appears!

2. To help you better prepare to complete this process, below is a list of information you will be asked to review and confirm.
 - Home Address
 - Mailing Address
 - Physician and Dentist Info
 - Health Info (Immunizations, Eye/Ear Screenings)
 - Parent Information
 - Student Information
 - Emergency Contact Info
3. Depending on the type of information, you may or may not be able to make edits online depending on whether district verification is needed. Also, some information is required while some is optional.
4. Before clicking the final **Submit** button, you will have an opportunity to review all information/changes. Once you submit, you will be taken to a confirmation page where you can then click a link to take you to the ParentVUE login page.

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Emergency Review Process
Status

You have reviewed and/or updated all information. To go to your ParentVUE homepage, please **CLICK HERE**. Thank you.
The status of your registration(s) that are in progress can be found on the status page



NOTE: If you don't see the message above with the link to take you to the ParentVUE login page, click "Logout" in the upper-right then go to the following URL: <https://mn0196vue.tiescloud.net/mn0196>. Next, log in using the username and password previously created.

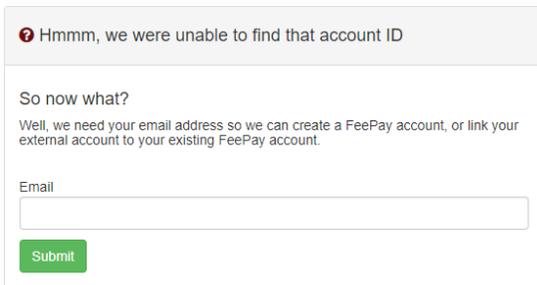
You're almost there! On the reverse side of this page are the instructions to connect your ParentVUE account to FeePay.



Connecting Your ParentVUE Account to FeePay

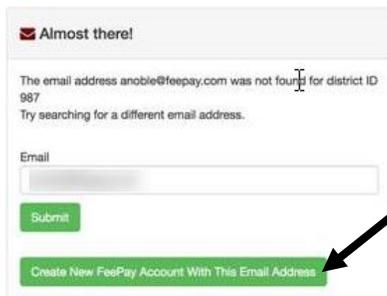
The final step is to connect your ParentVUE account to FeePay providing direct access for online payments going forward without further authentication required.

1. Once logged into ParentVUE, click on the **FeePay** tab along the left-side navigation bar.
2. Click the **FeePay** link under your child's picture. If you have more than one child and the wrong one is displayed, click on the correct child's name above the picture.
3. You will now be prompted to enter the email address to either match up with an existing FeePay account or to create a new one.

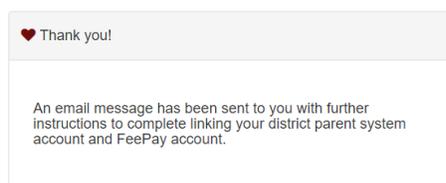


4. Once you submit an email address, you will be presented with one of the three following scenarios:

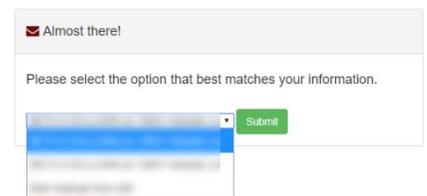
Email Address Is Not Found in FeePay – You will have the option to try a different email address or create a new FeePay account to link with your ParentVUE account.



Email Matches One Account in FeePay – It will automatically send an email to that address which includes a link to verify completing the process.



Email Matches More Than One Account in FeePay – You will be prompted to select the correct account in a pull-down list. It will then send an email to verify completing the process.



Congratulations! You have now completed the process of setting up and configuring your ParentVUE and FeePay accounts. For assistance, go to <http://www.district196.org> and click on "Parent Portal Services" or contact your child's school.

