

Go to this website: [Minnewaska Area Schools On-Line Enrollment](#)

If you already have a ParentVue account, use your login and password to login. (If you've forgotten your login/password information, use the tools there to assist you in retrieving it.) Once logged in, skip to the **"Once logged in"** section of this document Pg. 3.

IF you do NOT have a Parentvue account, select the "More Options" button at the bottom right of the screen.

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## ParentVUE Account Access

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The screenshot shows the login interface for Minnewaska Area Schools. At the top, it says "Login" and "Minnewaska Area Schools". Below that are two input fields: "User Name:" and "Password:". To the right of the password field is a "Forgot Password" link. In the center is a blue "Login" button. At the bottom right is a "More Options" button with a small upward-pointing arrow. At the bottom center, there are two buttons: "Activate Account" with a yellow power icon, and "Forgot Password" with a red lock icon. A red circle is drawn around the "Activate Account" button, and a red arrow points to the "More Options" button.

Click the "activate account" button.

You will need to "accept" the security agreement.

Then the system brings you to a login screen, where you enter you Last Name and First name, and the access key you've been given by the school.

# Parent Account Activation

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**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**

[Continue to Step 3](#)

The next screen prompts you to create a username/ID and password.

## ONCE YOU ARE LOGGED IN.....

Once that is complete, you will come to the home screen where your students will be listed. Select "Online Enrollment" tab from the upper right corner of the screen.



Once on this screen, the system steps you through the process of first confirming your information as a parent, it will ask you to confirm or add any Emergency Contact Information and then brings you to the screens where you confirm information about each of the students who you are enrolling. It also gives you options to "add" students, if you need to.

Something to mention, is that for each student, it will reconfirm the parent and emergency information. Not all of our students have the same family information and background, so the system allows for unique parent/guardian information per student.