

ParentVue Directions

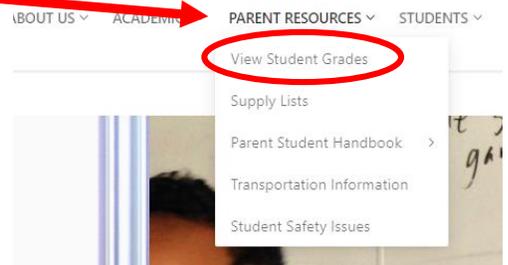
SYNERGY is a completely web-based student information system that tracks class schedule, grades, attendance, behavior, and health data for each student.

A component of this package includes a ParentVUE portal - a safe and secure way for parents/guardians to access information about your student's academic progress. Parent account activation is a self-registration process. Each parent/guardian is provided a unique activation key code that is one time use for activating your account only.

******In order to use ParentVUE you must have an email account.*

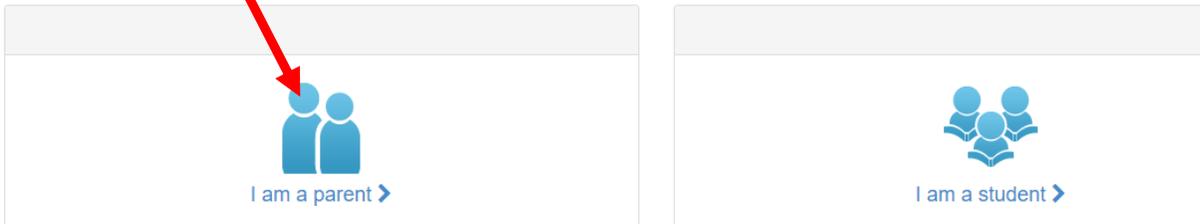
STEP 1: Go to the STEP Academy website: www.stepacademymn.org

Click on the **Parent Resources** drop down menu and select **View Students Grades**.



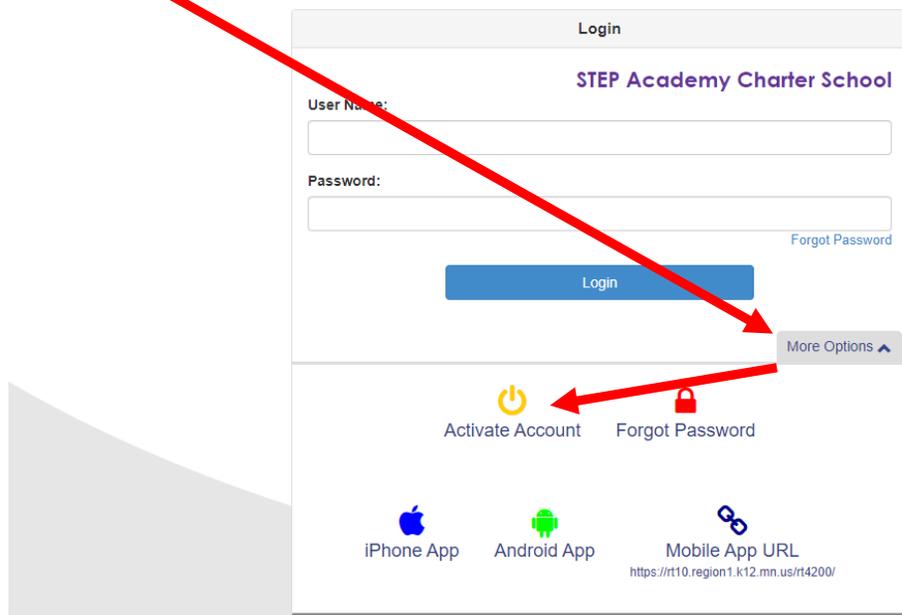
STEP 2: Click on the **I am a Parent** tab.

ParentVUE and StudentVUE Access



STEP 3: Click the **More Options** tab then select **Activate Account**.

ParentVUE Account Access



STEP 4: Read through the privacy statement and click **Accept**.

Step 1 of 3: Privacy Statement

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

1. I understand that the SYNERGY ParentVUE/StudentVUE account activation is a self-registration process. 2. I understand that this process will require me to create a username and password. 3. I understand that I should keep my username and password confidential to protect the privacy of my child/ren's student records. 4. I understand that STEP Academy does not recommend the use of the auto save password feature on my computer. 5. I understand that STEP Academy recommends changing my password to the SYNERGY Parent/Student Experience periodically. 6. I understand that STEP Academy regards all data, either electronic or paper-based, as confidential information and will do their best to protect the privacy of my student(s). 7. I have read and understand the data security responsibilities that accompany activating my ParentVUE/StudentVUE account.

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

I Accept Return to login

STEP 5: Enter your First Name, Last Name, and 7 character activation key from the bottom of the Activation Letter. Then click the **Continue to Step 3** button.

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 StudentVUE account:

First Name

Last Name

Activation Key

Continue to Step 3

STEP 6: Create a username, password, and enter your email. Then click the Complete Account Activation button.

You can also find the ParentVUE app for your phone. Just search for ParentVue and look for this icon.

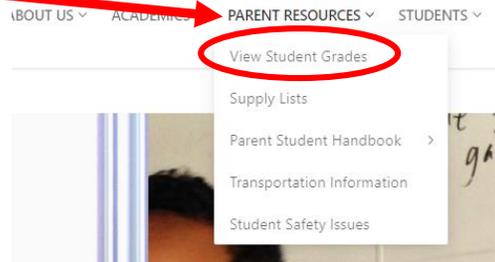


Logging in once activation is complete:

Once you have activated your account you no longer need to use the activation key.

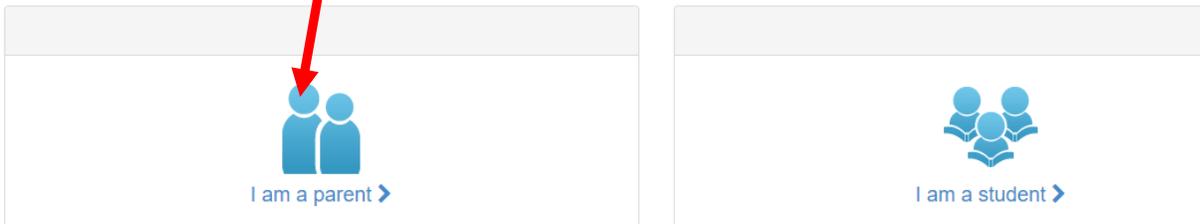
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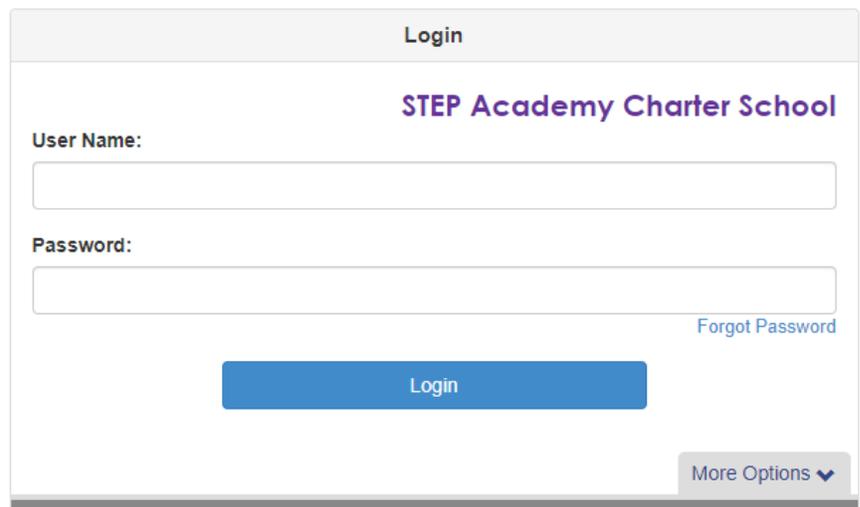
STEP 2: Click on the **I am a Parent** tab.

ParentVUE and StudentVUE Access



STEP 3: Enter the user name and password you chose when first activating your account.

ParentVUE Account Access



Login

STEP Academy Charter School

User Name:

Password:

[Forgot Password](#)