



Newark Unified School District

# Online Registration How To

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# Have a ParentVUE Account

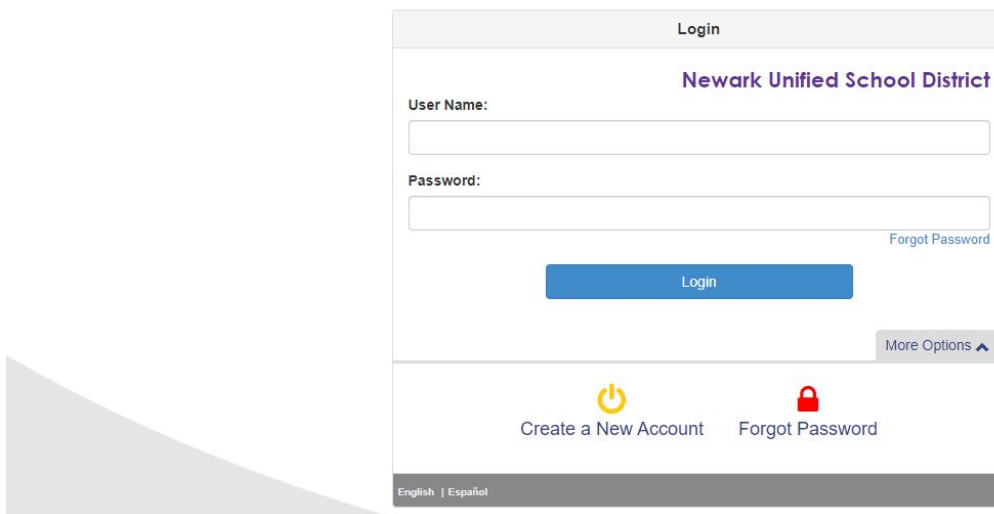
You may access your ParentVUE account at [fY\[ jghYf' bYk Uf\\_i bJZYX'cf\[](#) "This will take you to the enrollment page on the Newark Unified School District's website.



The screenshot shows the Newark Unified School District website. At the top, there is a header with contact information (510-818-4103, info@newarkunified.org) and language options (English, Español). The main navigation menu includes links for About, Board of Education, Departments, Enrollment (highlighted), Families & Community, Schools, and Staff. The page title is "Enrollment and Registration" with a "Welcome!" message. A large banner image shows a school locker room. To the right of the image, the text reads: "NOW OPEN: 2019-2020 Online Enrollment! 2020-2021 Online Enrollment Opens February 18, 2020!". Below this, it states: "You need a ParentVUE account to access online enrollment." A section titled "Current Newark Unified Parents/Guardians" provides instructions: "If you have a student in grades TK-6, an activation code was mailed to you. [Click here to use your activation code to activate your ParentVUE account.](#) You do not need to create a new account. If you already have a ParentVUE account, [click here to access your account.](#) If you cannot remember your password, click the 'Forgot Password' link on the Online Registration login page."

You may use the [fY\[ jghYf' bYk Uf\\_i bJZYX'cf\[](#) link to take you to your login.

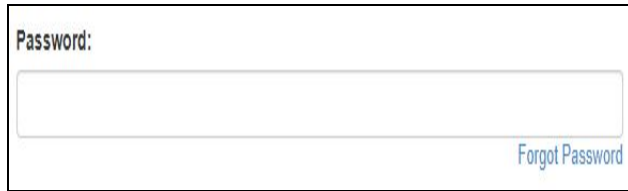
## Online Registration Account Access



The screenshot shows the ParentVUE login form. The title is "Login" and the organization is "Newark Unified School District". The form has two input fields: "User Name:" and "Password:". Below the password field is a "Forgot Password" link. A blue "Login" button is centered below the fields. At the bottom right, there is a "More Options" link with a downward arrow. Below the login form, there are two buttons: "Create a New Account" with a power icon and "Forgot Password" with a padlock icon. The footer of the form shows "English | Español".

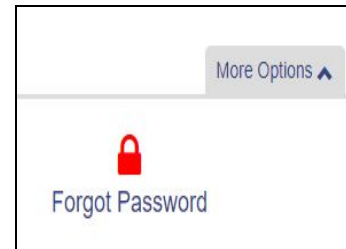
## Cannot remember my password

You can click on “Forgot Password” under the password box or use the “More Options” button to uncover the Forgot Password icon that will link you to a password reset.



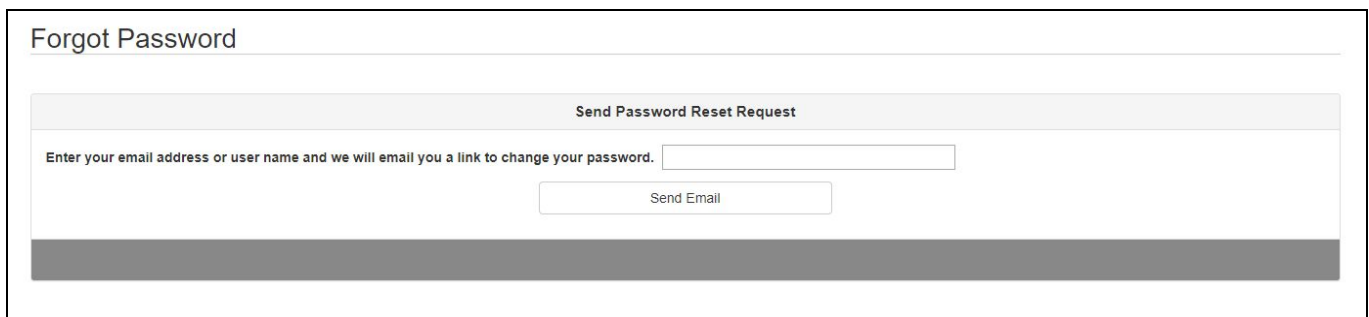
A screenshot of a login form. It features a text input field labeled "Password:" and a blue link labeled "Forgot Password" positioned at the bottom right of the input field.

or



A screenshot showing a grey button labeled "More Options" with a small upward arrow. Below it is a red padlock icon and a blue link labeled "Forgot Password".

In the Forgot Password page, after you enter your email address, check your inbox (if it's not there, check your Spam folder) to get the password reset instructions.



A screenshot of the "Forgot Password" page. It has a header "Forgot Password" and a sub-header "Send Password Reset Request". Below this is a text input field with the placeholder "Enter your email address or user name and we will email you a link to change your password." and a "Send Email" button.

## Cannot remember my username

There is no easy way in the system to recall your username. You will need to work with your child's school office staff to get this information.

## Cannot get past the Electronic Signature

NOTE: The Electronic Signature is EXACTLY as written under the Newark Unified School District note (it is case and space sensitive, it must match exactly).



A screenshot of the "Electronic Signature" page. At the top right, it says "Newark Unified School District" and "Good afternoon, Parent Name 2/15/2019". Below this is the heading "INTRODUCTION" and "Signature". A red arrow points from the "Parent Name" field in the signature section to the "Parent Name" in the header. The signature section contains a text input field with "Parent Name" entered. Below the input field is a "Save And Continue >>" button.

## Need to Add a New Student

NOTE: DO NOT submit until you have entered ALL your students. If you accidentally submit, you will need to contact your child's school office staff before adding a new student.

Once you have updated your current student it will take you back to the Students tab. You may add a new student here. You will continue this loop until you have entered all of your students.

<b>Online Registration</b>	<b>STUDENTS</b> <span style="float: right;">2020-2021</span>										
<input type="checkbox"/> Introduction <span style="float: right;">✔</span>	Student shown here may be registered by clicking EDIT. If the list contains the name of a student you do not wish to register online, click the Exclude button next to the students' name.										
<input type="checkbox"/> Family <span style="float: right;">✔</span>											
<input type="checkbox"/> Parent/Guardian <span style="float: right;">✔</span>											
<input type="checkbox"/> Emergency <span style="float: right;">✔</span>											
<input checked="" type="checkbox"/> <b>Students</b>	<b>Students to enroll in 2020-2021</b>										
<input type="checkbox"/> Review/Submit	<table border="1"><thead><tr><th>First Name</th><th>Last Name</th><th>Gender</th><th>Grade</th><th>Status</th></tr></thead><tbody><tr><td colspan="5" style="text-align: center;"><input type="button" value="+ Add New Student"/></td></tr></tbody></table>	First Name	Last Name	Gender	Grade	Status	<input type="button" value="+ Add New Student"/>				
First Name	Last Name	Gender	Grade	Status							
<input type="button" value="+ Add New Student"/>											
	Students shown here will not be registered. If the list contains the name of a student you wish to register online, click the Include button next to the students' name.										

## Need to Update Information

When you are in edit mode for your child's profile, it will allow you to make updates.

NOTE: If you have moved, you will need to provide new proof of residency to your child's school site and update your child's profile.

Please choose the description that best fits your living situation, either permanent or temporary. **Temporary** can also mean living in a hotel, a shelter, a vehicle or any place that is not permanent.

1. What best describes your living situation?

**Residence\***

Permanent - House, Apartment, Condo or Mobile Home ▼

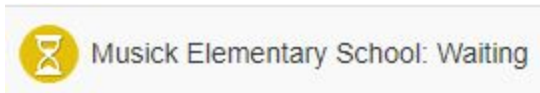
1. What best describes your living situation?

**Residence\***

Temporary - Doubled Up due to financial hardship ▼

## Online Registration Status

Once you have completed your online registration you should see:



This means that your school office staff can see your online registration. Once they review your online registration, and obtain all the documents they need to complete your enrollment, your child's status will change to:



Musick Elementary School: Accepted

NOTE: You cannot do anything with your online registration if any of your children's registration status is "waiting". If you forgot to add a student, or realize you need to make an edit, you cannot do anything until all have been "accepted".

## Transfers

### Open Enrollment

If your Open Enrollment has been approved, there may be a delay in seeing it in your ParentVUE account. Please finish your online registration at the school your child is currently assigned to. It may take up to three (3) business days for your student to be moved to their new school. If you do not see your new school by then, please contact Student Services at the District Office.

If your Open Enrollment request has NOT been approved, you will need to finish your online registration at the school your child is currently assigned to. If your request gets approved, you will be notified and it may take up to three (3) business days for your student to be moved to their new school. If you do not see your new school by then, or have any questions about your request, please contact Student Services at the District Office.

### Interdistrict Transfer

If you have a child attending on an interdistrict transfer and you are unable to update your account, please contact your school site for help. If you are trying to add a new student, and the system is not assigning you a school, please contact Student Services at the District Office.

If your request has NOT been approved, please direct your questions to Student Services at the District Office.

# New and Need to Create a ParentVUE Account

## What information you will need when creating your ParentVUE account

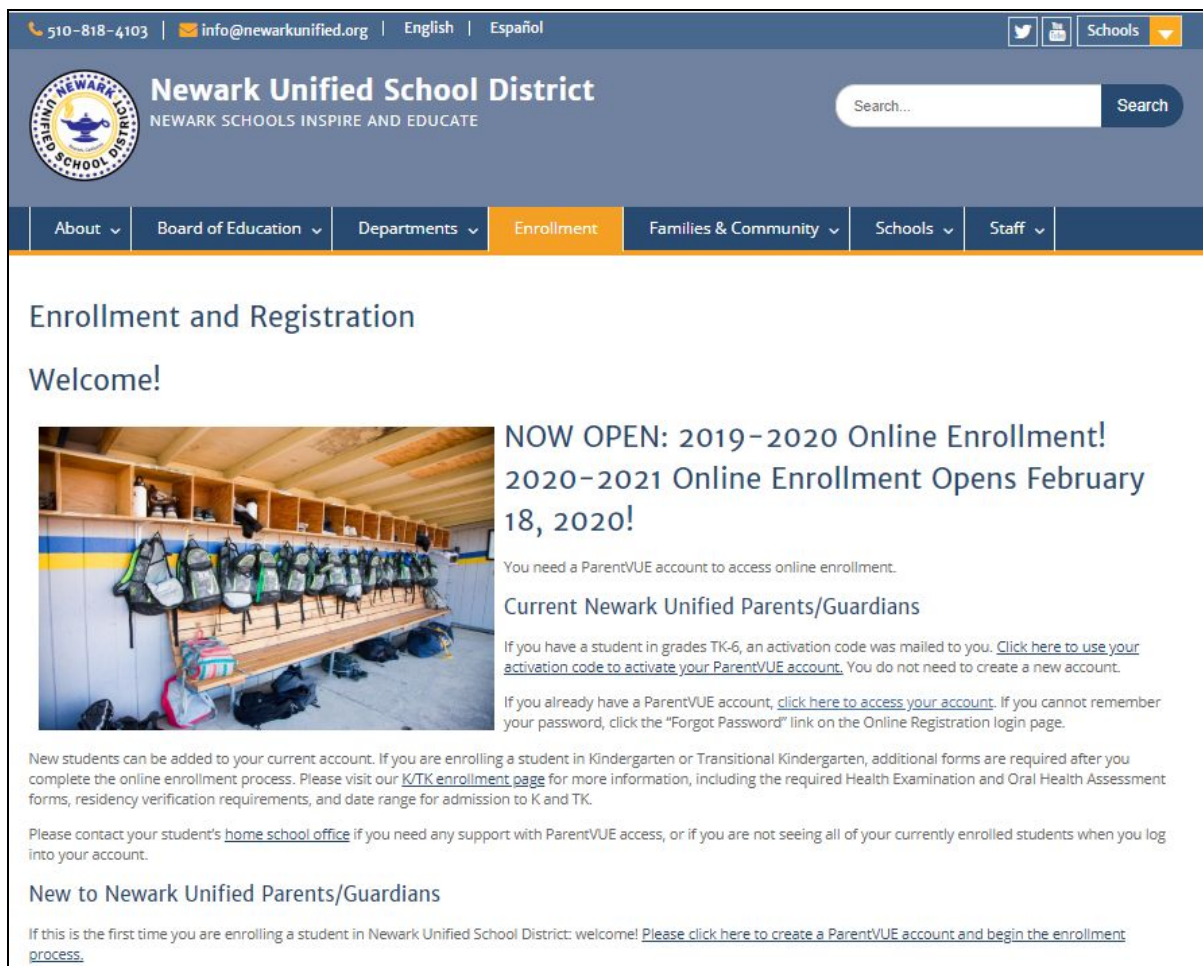
If this is your first time registering a student with Newark Unified School District, allow yourself about 20 - 30 minutes to complete the process. If possible, have the following information available so that it goes quicker:

- Child's Doctor Information
- Child's Dentist Information
- The names and working phone numbers for 3 or more emergency contacts. These people will be called when attempts to reach the parent are unsuccessful, so please be sure they know that you are sharing their information with us.

## Step by Step Instructions on Creating a ParentVUE Account

### Creating ParentVUE Account

You may create your ParentVUE account at [fYl Jghf'bYk Uf\\_i bJZYX'cfI](#) "This will take you to the enrollment page on the Newark Unified School District's website.



The screenshot shows the Newark Unified School District website. At the top, there is a header with contact information: 510-818-4103, info@newarkunified.org, and language options for English and Español. The main navigation menu includes About, Board of Education, Departments, Enrollment (highlighted), Families & Community, Schools, and Staff. The page title is "Enrollment and Registration" with a "Welcome!" message. A large banner image shows a school locker room. The main content area features a "NOW OPEN: 2019-2020 Online Enrollment! 2020-2021 Online Enrollment Opens February 18, 2020!" announcement. Below this, it states that a ParentVUE account is required for online enrollment. It provides instructions for current parents/guardians, including how to use an activation code or access an existing account. For new parents/guardians, it explains that additional forms are required for Kindergarten or Transitional Kindergarten enrollment and provides a link to the enrollment page. A footer note mentions contacting the home school office for support.



You may use the [link](#) to create your ParentVUE accounts. You will be asked to agree to our Privacy Statement and then provide an email address. **NOTE: THIS WILL BE THE EMAIL ADDRESS LINKED TO YOUR ParentVUE ACCOUNT, AND RECEIVE COMMUNICATIONS FROM YOUR SCHOOL SITE, SO PLEASE USE AN EMAIL THAT YOU CHECK REGULARLY.**

**Step 1 of 3: Privacy Statement**

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

**i** This is for new students. If you have one or more students already enrolled in the district, you need to use your existing ParentVUE account. If you do not know your account info please contact your office, do not create a new account.

**ParentVUE/StudentVUE Use Agreement**

ParentVUE and StudentVUE are internet-based applications that provide access to education records for parent/guardian and students of the district through a secured Internet site. All parents/guardians and students who wish to use ParentVUE or StudentVUE must comply with the terms and conditions in this Agreement.

**A. Rights and Responsibilities**

Access to ParentVUE/StudentVUE is a free service offered to all current students and parents/guardians of district students. Access to student information through ParentVUE/StudentVUE is a privilege, not a right. A parent/guardian will be authorized to activate a ParentVUE account only after the student is enrolled in the district. Once a student withdraws or graduates, ParentVUE access to that student's education records will be inactivated. Parents/guardians and their student(s) must practice proper and ethical use of ParentVUE.

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

**Step 2 of 3: Create Your Account**

Please enter your first name, last name, and your email address

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**3TP3G**  Type the characters you see in this picture

**Step 3 of 3: Complete Account Creation**

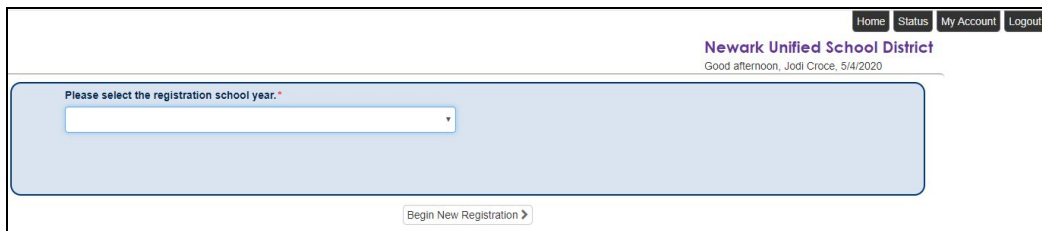
Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

ParentVUE Registration  
[donotreply@newarkunified.org](mailto:donotreply@newarkunified.org)

This will generate an email where you will be asked to set up a personal username and password. Please **REMEMBER YOUR USERNAME AND PASSWORD**, you will use this every time you log into your ParentVUE account.

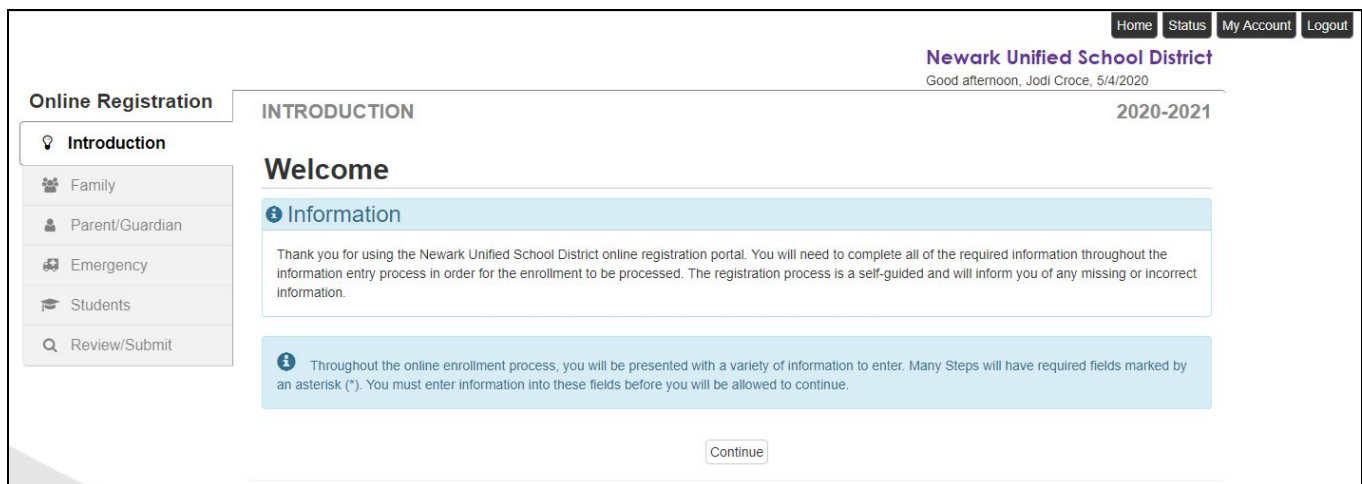
## Begin Online Registration

To begin the online registration process you will use the drop down menu to select the school year you are registering for and **Begin New Registration**.



The screenshot shows the top navigation bar with links for Home, Status, My Account, and Logout. Below this, the Newark Unified School District logo and a personalized greeting "Good afternoon, Jodi Croce, 5/4/2020" are visible. The main content area features a large light blue box with the text "Please select the registration school year.\*" and a dropdown menu. At the bottom of this box is a "Begin New Registration" button with a right-pointing arrow.

This will take you to the Welcome Page. Read the information and Continue



The screenshot displays the "Welcome" page. The top navigation bar includes Home, Status, My Account, and Logout. The page header shows "Newark Unified School District" and "Good afternoon, Jodi Croce, 5/4/2020". On the left, there is a sidebar menu for "Online Registration" with options: Introduction (selected), Family, Parent/Guardian, Emergency, Students, and Review/Submit. The main content area is titled "INTRODUCTION" and "2020-2021". It features a "Welcome" section with an "Information" icon and a text block: "Thank you for using the Newark Unified School District online registration portal. You will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed. The registration process is a self-guided and will inform you of any missing or incorrect information." Below this is another information icon with text: "Throughout the online enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue." A "Continue" button is located at the bottom center.

## Electronic Signature

This will take you to your Electronic Signature page. NOTE: The Electronic Signature is EXACTLY as written under the Newark Unified School District note (it is case and space sensitive, it must match exactly).



The screenshot shows the "Electronic Signature" page. The top navigation bar has Home, Status, My Account, and Logout. The header displays "Newark Unified School District" and "Good afternoon, Parent Name 2/15/2019". The page is titled "INTRODUCTION" and "2019-2020". The "Signature" section asks the user to "Please enter your first and last name below:" and provides a text input field containing "Parent Name". Below the input field is an information icon with text: "By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge." A "Save And Continue >>" button is at the bottom center. A red arrow points from the "Parent Name" text in the input field to the "Parent Name" text in the header.



## Entering Address

- On the parent address screen, you have to separate the “Street Name” from the “Street Type”. Use the dropdown for “Street Type”
- You should get a green check mark by your address when it’s correct (beware, sometimes it will give you the check mark, but you may have made a mistake in entering the information. You will not see this until the very end)
- Save and Continue

A screenshot of an address entry form. At the top is a search bar with the placeholder text "Type to find an address...". Below it are several input fields: "Street Number\*" (with a greyed-out field), "Fraction", "Direction" (a dropdown menu), "Street\*" (with a greyed-out field), "Type" (a dropdown menu showing "St"), "Post Direction" (a dropdown menu), and "Apar" (partially visible). Below these are "City\*" (containing "Newark"), "State\*" (containing "CA"), and "Zip Code" (containing "94560"). Two red callout boxes with arrows point to the "Street\*" field, labeled "Street name", and the "Type" dropdown, labeled "Dropdown for St. Dr. Ave. Ct. ...". At the bottom, there is a text area with the placeholder "ss as entered from above:".

If your mailing address is the same as your home address check the box and the option to add a different mailing address will disappear. Save and Continue.

A screenshot of the "Mail Address" form. At the top is the title "Mail Address" and a blue "Instructions" section with a plus icon. The instructions text reads: "Please enter your mail address in the address editor below. Once complete, the mail address should be formatted as it would on normal US Postal mail." Below the instructions is a checkbox labeled "Mail address is the same as home address". Underneath is the text "- OR -" and a search bar with the placeholder "Type to find an address...". Below the search bar are input fields for "PO Box" (checkbox), "Street Number\*" (with a greyed-out field), "Fraction", "Direction" (dropdown), "Street\*" (with a greyed-out field), "Type" (dropdown), and "Post Direction" (dropdown). Below these is an "Apartment" input field. At the bottom are "City\*" (with a greyed-out field), "State\*" (dropdown), "Zip Code\*" (with a greyed-out field), and "+4" (with a greyed-out field). At the very bottom are two buttons: "Previous" and "Save And Continue".

## Entering Information

As you begin to enter information about yourself, your spouse, emergency contacts and your child, you can check the top left hand corner so that you know whose information you are entering.



## Emergency Contacts

See the note about emergency contacts and ALWAYS provide the language they speak.

Please be advised, Emergency Contacts are options ONLY in the event of disaster or other school emergencies. If you wish to have your child released for any other reason, please contact the school office same day designating select contact person.

## Add New Student

**Online Registration**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

**STUDENTS** 2020-2021

Student shown here may be registered by clicking EDIT. If the list contains the name of a student you do not wish to register online, click the Exclude button next to the students' name.

Students to enroll in 2020-2021

First Name	Last Name	Gender	Grade	Status
<input type="button" value="+ Add New Student"/>				

Students shown here will not be registered. If the list contains the name of a student you wish to register online, click the Include button next to the students' name.

NOTE: Kindergarten is grade 00

NOTE: If you are enrolling a student for the first time, leave Eligible for free or reduced meals blank.

NOTE: Elementary students may not have a phone or email, so you may mark them that way

NOTE: If your child is currently Expelled or Suspended you must contact Student Services after completing your Online Registration

## Residency Information

Please choose the description that best fits your living situation, either permanent or temporary. **Temporary** can also mean living in a hotel, a shelter, a vehicle or any place that is not permanent.

1. What best describes your living situation?

Residence\*

Permanent - House, Apartment, Condo or Mobile Home

1. What best describes your living situation?

Residence\*

Temporary - Doubled Up due to financial hardship

## Entering Parent/Guardian Information

NOTE: Please mark ALL that apply for each parent/guardian

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
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When everything is complete, you should see your child's school assignment.

## School Selection

### Instructions

As a resident, your child is guaranteed placement at one of the schools in the Newark Unified School District. While we will make every effort to place your child in your neighborhood school, there is the possibility that we may need to redirect students to another elementary school in the district if the number of students at a grade level exceeds capacity at a school site.

### Information

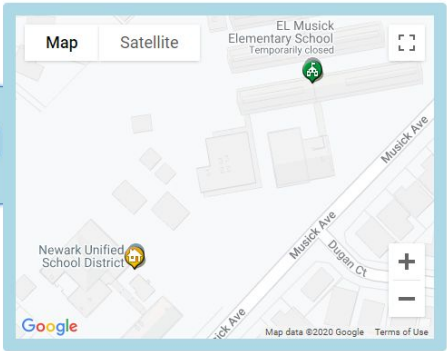
Based on the home address entered, you live within the attendance boundary of Musick Elementary School

Home Address:  
5715 Musick Ave  
Newark, CA 94560

### School Selection

Musick Elementary School

5735 Musick Ave, Newark, CA 94560



Map Satellite

EL Musick Elementary School  
Temporarily closed

Newark Unified School District

Map data ©2020 Google Terms of Use

< Previous Save And Continue >

## Adding Additional Students

If you have more students to register, ADD them here BEFORE submitting your registration.

### STUDENTS 2020-2021

Student shown here may be registered by clicking EDIT. If the list contains the name of a student you do not wish to register online, click the Exclude button next to the students' name.

#### Students to enroll in 2020-2021

	First Name	Last Name	Gender	Grade	Status
<input type="button" value="✎ Edit"/> <input type="button" value="♥ Exclude"/> <input type="button" value="✖ Delete"/>	Stephanie	Student	Female	00	<input type="button" value="✔ Complete"/>

After you have entered ALL of your children, you may begin your review and submit your online registration.

## Review/Submit

### REVIEW/SUBMIT 2020-2021

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
<input type="button" value="✔ Ready To Submit"/>	Stephanie Student	00	1. Musick Elementary School	

You must confirm that you have reviewed or you will not be allowed to submit. You will be given a second prompt before the submission is final.

I have reviewed all registration data and verified that it is correct

## Online Registration Status

Once you have completed your online registration you should see:



Musick Elementary School: Waiting

This means that your school office staff can see your online registration. Once they review your online registration, and obtain all the documents they need to complete your enrollment, your child's status will change to:



Musick Elementary School: Accepted

NOTE: You cannot do anything with your online registration if any of your children's registration status is "waiting". If you forgot to add a student, or realize you need to make an edit, you cannot do anything until all have been "accepted".

## Final Step AFTER Completing Online Registration

You must provide the required documents to your assigned school to complete your enrollment after completing the online registration. Only the office staff can enroll students.

## Transfers

### Open Enrollment

If your Open Enrollment has been approved, there may be a delay in seeing it in your ParentVUE account. Please finish your online registration at the school your child is currently assigned to. It may take up to 3 business days for your student to be moved to their new school. If you do not see your new school by then, please contact Student Services at the District Office.

If your Open Enrollment request has NOT been approved, you will need to finish your online registration at the school your child is currently assigned to. If your request gets approved, you will be notified and it may take up to 3 business days for your student to be moved to their new school. If you do not see your new school by then, or have any questions about your request, please contact Student Services at the District Office.

### Interdistrict Transfer

If your request has been approved, contact the school directly for help with the online registration process, it will differ slightly the first time you register.

If your request has NOT been approved, please direct your questions to Student Services at the District Office.