



# How to Use ParentVUE/StudentVUE



## Access ParentVUE/StudentVUE

ParentVUE and StudentVUE are our school division's parent/guardian and student portal. They allow parents/guardians and students to access information pertinent to student educational records. Depending on grade level one can see attendance, class schedules, student grades (not applicable to elementary), and view class websites. ParentVUE or StudentVUE is accessible via the intranet or even a mobile app available for Android and Apple devices.

Both the web browser version and mobile app version of ParentVUE and StudentVUE are available in either English or Spanish. To translate the information, please select the **English** or **Español** language option located towards the bottom of the screen.

## Requesting a ParentVUE/Student Activation Key

A login is required to access ParentVUE and StudentVUE. Students use StudentVUE and only have access to their own StudentVUE account, while parents/guardians access ParentVUE and have access to all of their children enrolled in the school system. When logged in to ParentVUE, the children you have access to will appear in a band at the top of the screen with the **Select Child** menu option.

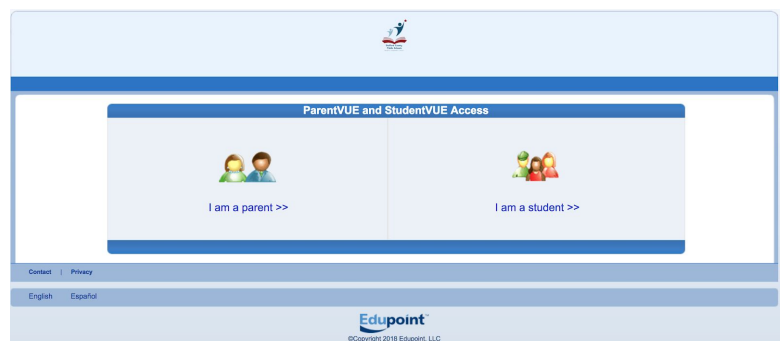
In order to access ParentVUE or StudentVUE for the first time, a new user must have an activation key. An activation key may be requested by contacting your school's registrar.

## Activating Your ParentVUE/StudentVUE Account

To activate your ParentVUE or StudentVUE account, visit the website:

<https://psp.staffordschools.net/>. Depending on the account type that you want to activate, either select **I am a parent** or **I am a student**. If you have an activation key, select **I have an activation key and need to create my account**. You are guided through the account setup process.

You can also set up your account with an activation key by using the ParentVUE or StudentVUE app on your phone or mobile device. With the app, select **I have an activation key and need to create my account**. This button is located towards the bottom of the app.





## Resetting Your ParentVUE/StudentVUE Password









If you have forgotten the password to your ParentVUE account, you may easily reset it by pointing your web browser to [https://psp.staffordschools.net/Password\\_Help\\_PXP.aspx](https://psp.staffordschools.net/Password_Help_PXP.aspx).

Students can reset their password by pointing their web browser to [https://psp.staffordschools.net/Password\\_Help\\_PXP.aspx?S=1](https://psp.staffordschools.net/Password_Help_PXP.aspx?S=1) and entering their @scps.net Gmail address.

## Accessing Your ParentVUE/StudentVUE Account

You can access your ParentVUE or StudentVUE account through a web browser on a laptop or desktop. To access the account on a laptop or desktop, point your web browser to <https://psp.staffordschools.net/>. Depending on the account type you are accessing, select **I am a parent >>** or **I am a student >>**. You will then enter your username and password in the **Login** section.

You may also access your ParentVUE or StudentVUE account on an Android or Apple mobile device.


Platform	App Name	Download
 	ParentVUE	 or 
 	StudentVUE	 or 

If this is the first time downloading the mobile app for automatic setup, the app will prompt you to swipe left to connect to our school division’s server. If swiping left, the app must use your location. You will then select our school division, **Stafford County Public Schools**. You are prompted to see if you have an activation key. Selecting **Yes** will allow you to create your account. Selecting **No** will allow you to access your account to login.

When configuring the mobile app manually, use zip code **22554** and select **Stafford County Public Schools**. Our division URL is <https://psp.staffordschools.net>.

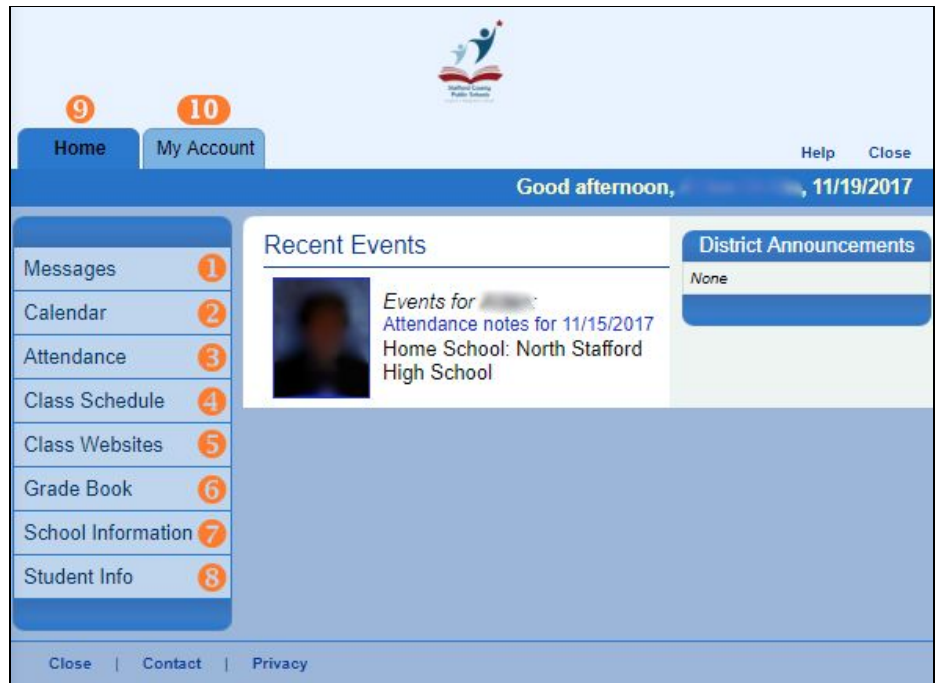
The mobile app may prompt you to ask if it can send you notifications. It is recommended that you allow these notifications.

## Navigating Your ParentVUE/StudentVUE Account



















 The guide below is based predominantly on viewing ParentVUE/StudentVUE through a web browser. The mobile app varies slightly. Screenshots and navigation menus in this guide may appear different than what is viewed through the mobile app.










Upon logging in to your ParentVUE/StudentVUE account, the **Home** screen will appear, welcoming you to your account. By default, your account is on the **Home** tab. In ParentVUE only, if there are any acknowledgements


to agree to (e.g. Code of Conduct), you may be prompted to agree or disagree to the acknowledgements before reaching the Home screen. From the Home screen, you can navigate to the menu options that are available to you. The menu options are available on the left-hand side of the screen.



A description of each menu option is below. The **Mobile Icon** column displays the icon that is shown in the mobile app. The **#** column corresponds with the numbers in the diagram above in the web browser version.

#	Name	Mobile Icon	Description										
1	Messages		View division and school-based messages. Messages from teachers will display here too.										
2	Calendar		View assignments such as homework, quizzes, and projects. Select a certain date to view assignments for that particular date.										
3	Attendance		View the student's attendance record for the current school year. The legend for attendance is below. <table border="1" data-bbox="797 1696 1516 1881"> <thead> <tr> <th>Excused</th> <th>Excused Tardy</th> <th>Unexcused Tardy</th> <th>Unexcused</th> <th>School Activity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Excused	Excused Tardy	Unexcused Tardy	Unexcused	School Activity					
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4	Class Schedule		View the student's class schedule, along with the teacher's name and room location. Viewing <b>Semester 1</b> will display the student's fall term courses. Viewing <b>Semester 2</b> will display the student's spring term courses. The same courses are viewable in Semester 1 and Semester 2 for any year-long courses the student may be enrolled in. year-long courses alternate based on the school day type, either X or Y.
5	Class websites		View the announcements and resources that the teacher has posted to their course website.
6	Grade Book		View the assignments and grades for the current grading period. You can choose past and future grading periods by selecting the mark definition of a different grading period.  Please see the <b>Grade Book Grading Periods and Mark Definitions</b> section below for a legend on how to interpret the differing grading periods.
	Daily Assignments <sup>†</sup>		View all assignments by date. You can use the filter (  ) icon to move through the list of assignments or clear the filter. You can use the reorder (  ) icon to reorder the assignments in chronological order or reverse order.
	Class Notes <sup>†</sup>		Students can take class notes on their mobile device and store them. To view the class notes, students can select saved notes from a date for a particular course.
7	School Information		View details about our high school including a staff list.
8	Student Info		View student demographic information, emergency contact information, and medical information.
9	Home <sup>‡</sup>	N/A	The Home screen is the first one that parents/guardians and students will see upon logging in to ParentVUE or StudentVUE, respectively.

10	My Account‡	N/A	<p>View your account information from the My Account tab. You can also view the list of Acknowledged Documents (ParentVUE only).</p> <p>The My Account page differs between parents/guardians and students. Both account types allow the parent/guardian or student to change their password, update their email address(es), and view login history. Parents/guardians can also set additional email options to define which type of email messages they want to receive and how often they want to receive them. After making any changes, select the <b>Update Account</b> button.</p>
	Preferences†		<p>Select the Preferences icon to set the <b>Grade Book - threshold value</b> that will trigger the low mark indicator (🔻). <b>Use Reminders</b> sets assignment notifications to add the task into the Calendar as a reminder. You can select the number of days and time before an assignment is due to remind you of the upcoming assignment. If these features are activated, a check mark (☑) will appear next to the option. To deactivate a feature, select the check mark. The check mark will be removed.</p> <p>To save the changes you made, select the <b>Save</b> button.</p> <p>The <b>Reset Reminders</b> button will allow you to view the reminders that were deleted.</p>

†Only available in the mobile app.

‡Only available in a web browser.

## **\*For Middle and High School Only\***

### **Grade Book Grading Periods and Mark Definitions**

Below are the grading periods and mark definitions that are used in our high school. Mark definitions in parenthesis display the abbreviation that will appear in ParentVUE and StudentVUE.

<b>Grading Period</b>	<b>Mark Definitions for Fall Term 4x4 Block Classes</b>	<b>Mark Definitions for Spring Term 4x4 Block Classes</b>	<b>Mark Definitions for Year-Long Classes</b>
<b>1<sup>st</sup> Quarter</b>	Fall Quarter 1 (FQ1)	Spring Quarter 1 (SQ1)	Quarter 1 (Q1)
<b>2<sup>nd</sup> Quarter</b>	Fall Quarter 2 (FQ2)	Spring Quarter 2 (SQ2)	Quarter 2 (Q2)
<b>Mid-Term Exam</b>	Fall Exam 1	Spring Exam 1	Exam 1
<b>1<sup>st</sup> Semester</b>	Fall Semester 1	Spring Semester 1	Semester 1
<b>3<sup>rd</sup> Quarter</b>	Fall Quarter 3 (FQ3)	Spring Quarter 3 (SQ3)	Quarter 3 (Q3)
<b>4<sup>th</sup> Quarter</b>	Fall Quarter 4 (FQ4)	Spring Quarter 4 (SQ4)	Quarter 4 (Q4)
<b>Final Exam</b>	Fall Exam 2	Spring Exam 2	Exam 2
<b>2<sup>nd</sup> Semester</b>	Fall Semester 2	Spring Semester 2	Semester 2
<b>Year</b>	Fall Year	Spring Year	Year