ParentVUE and StudentVUE Online Course Request (OCR)

To log into ParentVUE or StudentVUE you will need to go to https://psp.staffordschools.net/ Here you will see options to log in as a parent or as a student. Select the appropriate option.

If you have logged into your StudentVUE/ParentVUE account before, you should have a user name and password. Enter it here and click “Login”. If you have not previously logged into the site, you will need to contact your school to receive an activation key. Once you have the activation key, you will click on “I have an activation key and need to create my account>>”. From there it will take you through the registration process and you will select your user name and password.
Once you are logged into ParentVUE/StudentVUE, you can select the “Course Request” option from the navigation bar.

**Note:** For parents with multiple students, please ensure you select the correct student in the “Select Child” bar before beginning the course request process.

Once you click on “Course Request”, the following screen will display:

1) Selected Course Requests will show what has already been selected as well as courses that may have been locked in by the student’s counselor.

2) Alternate Elective Requests will show any alternate electives that have been requested.
Click on the “Click here to change course requests” button.

You will then be taken to the selection screen. Courses that show as “Locked” have been set by a guidance counselor and are necessary to the student’s schedule. Click the “Department” drop-down box to select a subject area. Then click “Search Courses” to continue building course requests.

**Note:** The departments of Business, Elementary Level and Special Education are not being used for OCR and will not return any courses. Select CTE to view business course options. Leave the “Department” box blank and select YES in the “Elective” box to search through all electives available.
Once you click “Search Courses” a list of all available courses for the department you selected will be returned. To make a basic course request, you will click the “Request” button next to the course. If you are making an alternate selection for electives, you would click the “Alternate” button. Then click “Click here to move selected requests to Selected Course Requests” and you will see your selections populate into the appropriate areas at the top of the screen.  

**Note:** The comment section will give you details regarding pre-requisites, the grade received in the class if already completed or notification that the student is currently taking the course.

If you wish to remove a course you have previously selected, you can click the “Remove” button next to the course. Once you are done making selections, click “Click here to return to course request summary”.

Once back to the Course Request home screen, you will see all selections made by the parent, student or counselor. From here you can log out or move on to other areas of Parent/StudentVUE.