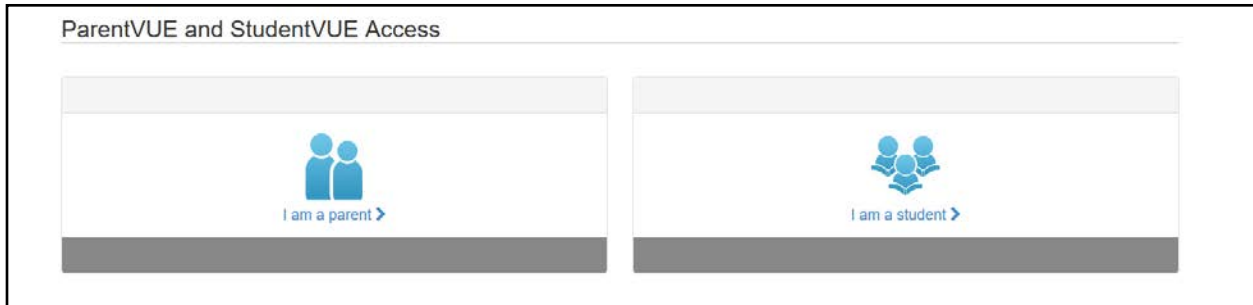
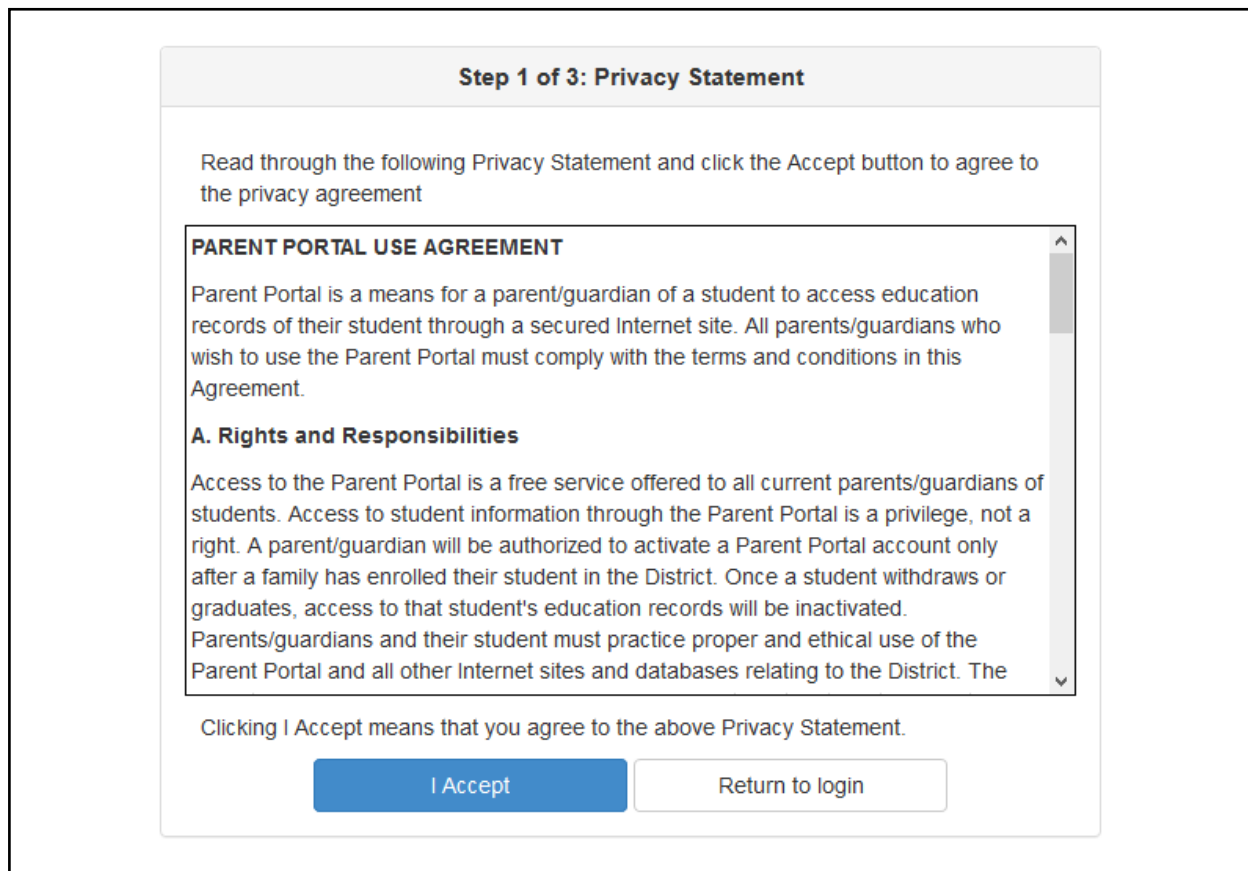


ParentVUE and StudentVUE Online Course Request (OCR)

1. 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.



2. 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 "**More Options**" from the logon screen and click "**Activate Account**". Read the User Agreement and click **I Accept**.



3. This will bring you to a screen to sign in with Activation Key (received from the school). Enter the information and click "Continue to Step 3".

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

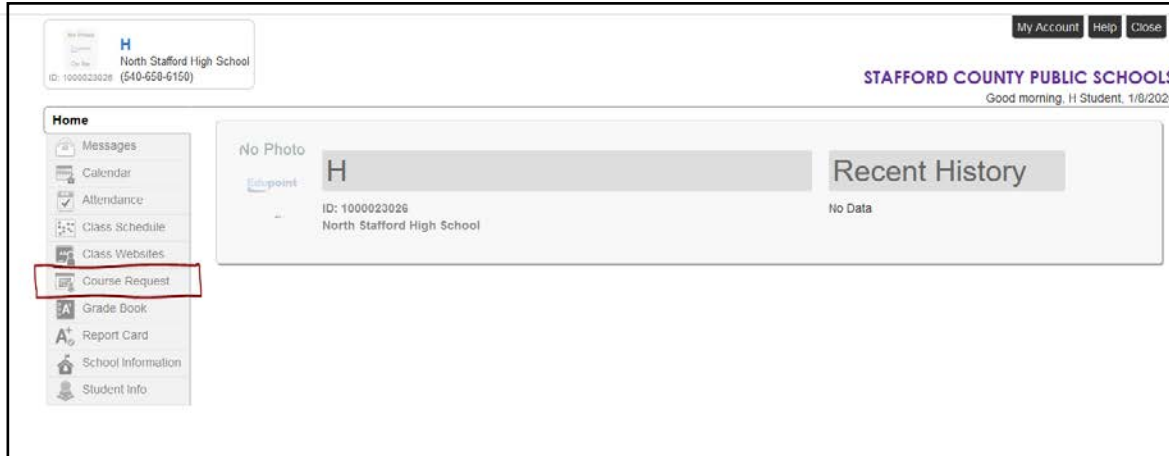
Activation Key

[Continue to Step 3](#)

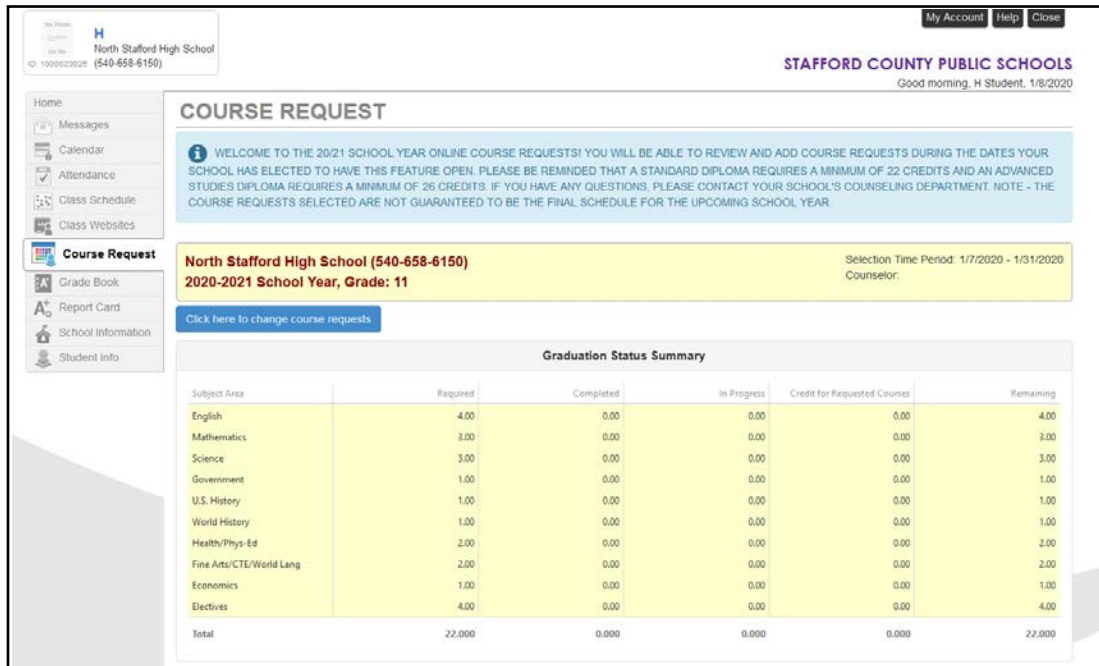
4. Once completed, parent will receive an email with a link to log onto ParentVUE.

- Once you are logged into ParentVUE/StudentVUE, select the **“Course Request”** option from the left side navigation bar.

Note: For parents with multiple students, please ensure you select the correct student in ParentVUE before beginning this process.



- The following screen will display once the **Course Request** option has been selected.



NOTE: If there are already course requests that have been selected and locked in, they will appear under a **Selected Course Request Grid**. Alternate Elective Requests will show if any of those have been selected as well.

7. Click the “Click here to change course requests” button.

8. This will bring up the course request selection screen. If there are already courses listed in the Selected Courses Grid, that course has been set by a guidance counselor and is necessary to the student schedule.

9. Under the “**Search Courses**” grid is where Parents/Students will have the opportunity to select course requests. It is recommended that if parents or students choose to filter courses they use the Course ID (provided in the program of studies) or the Course Title (provided in the program of studies). The filter options can be identified by the magnifying glass under the column heading.

Action	Ln	Course ID	Course Title	Department	Credits	Comment
	1	1150	English 11	English	1.000	Pre-req not met: (1140S or 1140V or 1140SH or 1140V or 1140W or 1140G or 1140H or 1140 or 1140WV)
	2	4410	Chemistry	Science	1.000	Pre-req not met: (3139V or 3135G or 3139N or 3135C or 3135 or 3139W or 3135R1 or 3135B or 3135Z or 3139H or 3135S or 3135D or 3135)
						Co-req not requested: (3135)
					Total	2.000

Action	Course ID	Course Title	Department	Credits	Comment
+	0115	Gifted and Accelerated Programs (GAP) Independent	Electives	1.000	
+	0130	Study Skills	Electives	1.000	
+	1130	English 9	English	1.000	
+	1130G	English 9 Honors - CGS	English	1.000	
+	1130H	Honors English 9	English	1.000	
+	1130SH	English 9 STAT Honors	English	1.000	

NOTE: There is a comment area under the Selected Course Requests grid and the Search Courses grid. This will provide information regarding if a pre-requisite has not been met. Student may currently be

scheduled in the pre-req class and has not officially earned credit, which is why the pre-req shows still being needed.

10. To select a course, either after filtering or finding the appropriate course, click the **Add Request** button next to the appropriate course.

▶	Add Request	Add Alternate	6	3132	Algebra I Part II	Mathematics	1.000	Pre-req not met: (3131 or 3131V)
▶	Add Request	Add Alternate	7	3134	Algebra, Functions, and Data Analysis	Mathematics	1.000	Pre-req not met: (3130 or 3130VV or 3130V or 3143 or 3143V or 3143VV)
▶	Add Request	Add Alternate	8	3135	Algebra II	Mathematics	1.000	Pre-req not met: (3143G or 3134V or 3143SH or 3143 or 3143H or 3143S or 3143V) Co-req not requested: (3134)
▶	Add Request	Add Alternate	9	3135G	Algebra II Honors - CGS	Mathematics	1.000	Pre-req not met: (3130V or 3130 or 3130VV)
▶	Add Request	Add Alternate	10	3135H	Honors Algebra II	Mathematics	1.000	Pre-req not met: (3143H)

11. Once **Add Request** is selected, the course request will move from the **Search Courses** grid to the **Selected Courses Requests** grid.

2020-2021 School Year, Grade: 11						
Click here to return to course request summary						
Selected Course Requests						
Action	Ln	Course ID	Course Title	Department	Credit	Comment
▶	1	1150	English 11	English	1.000	Pre-req not met: (1140S or 1140VV or 1140SH or 1140V or 1140HV or 1140G or 1140H or 1140 or 1140HV)
▶	2	3135	Algebra II	Mathematics	1.000	Pre-req not met: (3143G or 3134V or 3143SH or 3143 or 3143H or 3143S or 3143V) Co-req not requested: (3134)
▶	3	4410	Chemistry	Science	1.000	
Total					3.000	

NOTE: The ability to remove any course requests selected will be there as long as the Remove button is visible. If the Remove button is not visible it means the counselor has locked the course request.

12. Alternate electives are courses that are not required for a student to take in that year or additional electives that may not be a student’s first choice. In order to select the Alternate courses, parents and students will select the **Add Alternate button**.

Search Courses							
Action	Ln	Course ID	Course Title	Department	Credit	Comment	
▶		Q	Q :metology	(All)			
▶	1	8745	Cosmetology I	Career Tech Education	3.000		
▶	2	8746	Cosmetology II	Career Tech Education	3.000		

7 15 30

13. Once the **Add Alternate** has been selected, this course will move to a **“Selected Alternate Course Requests”** grid.

Selected Course Requests						
Action	Ln	Course ID	Course Title	Department	Credit	Comment
	1	1150	English 11	English	1.000	Pre-req not met: (1140S or 1140VV or 1140SH or 1140V or 1140HV or 1140G or 1140H or 1140 or 1140HVV)
Remove	2	3135	Algebra II	Mathematics	1.000	Pre-req not met: (3143G or 3134V or 3143SH or 3143 or 3143H or 3143S or 3143V) Co-req not requested: (3134)
	3	4410	Chemistry	Science	1.000	
Total					3.000	

Selected Alternate Course Requests						
Action	Ln	Course ID	Course Title	Department	Credit	Comment
Remove	1	8745	Cosmetology I	Career Tech Education	3.000	
Total					3.000	

Search Courses						
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NOTE: The ability to remove any course requests selected will be there as long as the Remove button is visible. If the Remove button is not visible it means the counselor has locked the course request.

14. When the selection has been completed, click **“Click here to return to course request summary”** and this will bring the parent/student to a summary of their course requests.

North Stafford High School (540-658-6150)				Selection Time Period: 1/7/2020 - 1/31/2020		
2020-2021 School Year, Grade: 11				Counselor:		
Click here to change course requests						
Selected Course Requests						
Ln	Course ID	Course Title	Department	Credit	Comment	
1	1150	English 11	English	1.000	Pre-req not met: (1140S or 1140VV or 1140SH or 1140V or 1140HV or 1140G or 1140H or 1140 or 1140HVV)	
2	3135	Algebra II	Mathematics	1.000	Pre-req not met: (3143G or 3134V or 3143SH or 3143 or 3143H or 3143S or 3143V) Co-req not requested: (3134)	
3	4410	Chemistry	Science	1.000		
Total				3.000		

Selected Alternate Course Requests						
Ln	Course ID	Course Title	Department	Credit	Comment	
1	8745	Cosmetology I	Career Tech Education	3.000		
Total				3.000		

Each high school has a defined number of Course Requests and Alternate Course Requests that are expected to be entered. Please review any communications sent out by the specific school.