

1. Enter the following URL into your browser or click the link: <https://vue.rcps.us>
2. Click “I am a Parent”

## ParentVUE and StudentVUE Access



1. Click "More Options"
2. Click “Activate account”

A screenshot of the Roanoke County Public Schools login page. The page has a dark blue header with the word "Login" in white. Below the header, the text "Roanoke County Public Schools" is centered. There are two input fields: "User Name:" and "Password:". To the right of the password field is a link labeled "Forgot Password" with a red circle containing the number "1" and an arrow pointing to it. Below the input fields is a blue "Login" button. To the right of the "Login" button is a "More Options" button with an upward-pointing chevron. A red circle containing the number "2" and an arrow points from the "More Options" button to the "Activate Account" link below. The "Activate Account" link has a yellow power icon above it. To the right of "Activate Account" is a "Forgot Password" link with a red padlock icon above it. At the bottom, there are three links: "iPhone App" with an Apple logo, "Android App" with an Android logo, and "Mobile App URL" with a chain link icon and the URL "https://vue.rcps.us". At the very bottom, there is a dark blue footer with the text "ENGLISH | Español | العربية | VIỆT NAM | 中文 (普通话)".

1. Read and click "I Accept"


### Step 1 of 3: Privacy Statement

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

**Introduction**  
The RCPS takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

**1. Collection of data**  
Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the

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



1. Enter your First Name, Last Name and Activation Key EXACTLY as they appear on the Activation Letter. Be sure that you enter your First Name and Last Name exactly as they appear on the Activation Letter. If your last name is hyphenated, then in our system there will be a diacritic ( ` ) between your names instead of a hyphen. **THIS IS NOT AN APOSTROPHE**. It is the diacritic that is located beside the "1" key on the keyboard. For example if your Last Name is Smith-Johnson, in our system your Last Name would appear as Smith`Johnson.
2. 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](#)



1. Enter a Username of your choice (username may consist of numbers and letters and must be a minimum of 6 characters in length)
2. Enter a password of your choice and confirm it
3. Enter a Primary Email for your account (cannot be blank)
4. Click “Complete Account Activation”

**Step 3 of 3: Choose user name and password**

Welcome [REDACTED] To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

**User Name**

**Password**

**Confirm Password**

**Primary E-Mail**

**Complete Account Activation**

You have now completed the activation process

## Setting up for automated emails for Attendance and Grades

1. Once you are logged in click on “My Account”



1. Place a check in the box beside Attendance if you want to receive an email for your student’s Unexcused Absences and Unexcused Tardies
2. Place a check in the box beside Grade Book if you want to receive an email showing your student’s grades. (You can elect to receive that on a certain day of the week with your student’s current grades attached or you may decide to only receive an email if they have a grade below a certain % of your choice)
3. Click “Update Account”

“Up to 4 additional email accounts can be added to the account and all will receive the selected email notifications”

Home

- Messages
- Calendar
- Attendance
- Class Schedule
- Course History
- Grade Book
- School Information
- Student Info
- Helpful Links

## Account Information

### Account Detail and Options

**Personal Information:** NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address <i>Same as Home Address</i>	Phone Numbers
Adult ID				

### Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.

- Attendance** *Notify me when my child is tardy or misses a class*
- Grade Book** *Notify me with my child's gradebook scores*
  - Send Messages Every
  - Only Send Messages when Grades are below:  %

### Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to:

Email #1:

Email #2: