



Online Registration Guide

Alamogordo Public Schools - Online Registration Guide


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Online Registration Information

 If you are an existing parent within Alamogordo Public Schools, please contact your child's school for your activation key!!!

- Online Registration is a self-guided process available for grades K-12 each year, and is available for all schools excluding Academy del Sol. All fields with a red asterisk (*) must be completed.
- If you don't have access to a computer or internet, computers are available for registration at your child's school.
- If you have more than one child in school, you only need one ParentVUE account to update all their information.
- This verification process is designed to make sure Alamogordo Public Schools has up-to-date information about your child(ren).
- Parents must have an email address to fill out online information.

PREPARE YOUR DOCUMENTS:

Once you have completed online registration, you MUST bring the below documents for all new students to your student's school.

- *Child's Birth Certificate, Certificate of Baptism, Passport, etc. – Original only, no photocopies*
- *Parent/Guardian valid photo ID*

To make the online registration process smooth and convenient, please have the following documents available to either be uploaded or hand-delivered to your student's school to complete the online registration process:

- *Proof of address (ex: Utility bill, mortgage, etc.)*
- *Current Immunization Records (if you are enrolling a new student or immunizations have been updated in the last 12 months)*
- *Other documents as needed (IEP, SAT, etc.)*
- *If your student will be attending Alamogordo High School, Holloman Elementary School, Holloman Middle School or High Rolls Mountain Park Elementary School you need to complete a Free and Reduced Meal Application*
- *A records request form will need to be completed for new students so we may obtain records from previous schools.*

If your student has an IEP, please take the IEP documents to the following location:

*Special Education Services
Teaching and Learning Department
812 E. 12th Street, Building B
Alamogordo, NM 88310*



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Currently have a ParentVUE Account

If you already have a ParentVUE account, you can update your current student's information as well as register a new student.

- Go to: https://synergypvue.aps4kids.org/PXP2_Login.aspx. Click **'I am a parent'** and Login.
 - *If you forget your password, click **'More Options'** and **'Forgot Password'**. A password reset will be sent to your email. If you have trouble logging in, please contact your child's school or the helpdesk at 575-812-6023.*
- At the top right of the page, click **'Online Registration'**.



- The registration process is self-guided and informs you of any missing or incorrect information. You can update information for your current students and you can add new students.
- Complete all required fields, review and submit.
- You will receive an email upon the acceptance of your student information. You may receive an email of denial at which time you need to contact your child's school for further information.



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To Activate a ParentVUE Account

If you have a student already enrolled in Alamogordo Public Schools but have not created a ParentVUE account, you will need an activation key from the school your child is currently enrolled in. Please contact your child's school to receive this key.

Once you have the activation key, there are step-by-step instructions to setup your ParentVUE account:

- Go to https://synergypvue.aps4kids.org/PXP2_Login.aspx.
- On the ParentVUE and StudentVUE Access page, click "I am a parent"
- On the next page, click on "**More Options**" and then click "**Activate Account**"
- On the Privacy Statement page, click on "**I Accept**"
- Enter First Name, Last Name, and Activation Key...click Continue to Step 3
- You will need to create a User Name, Password, and enter a Primary Email address
- Click "**Complete Account Activation**"
- Go back to the ParentVue webpage listed above and log into your account using the information you just created
- Start the Online Registration process, complete, review and submit



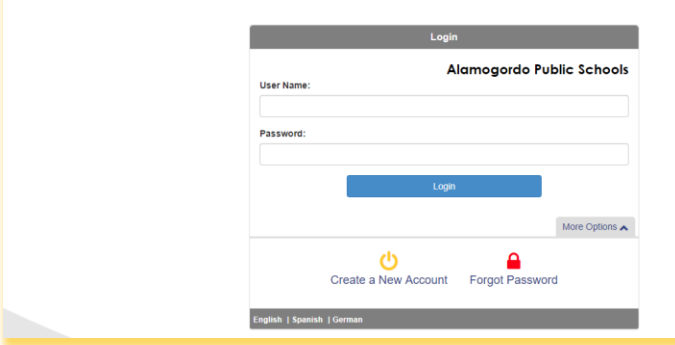
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To Create a ParentVUE Account

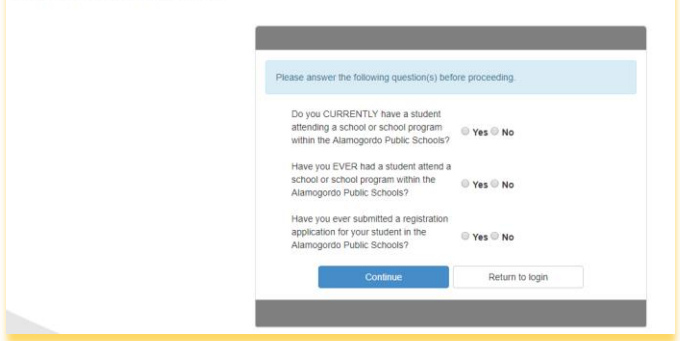
If you have never had a student enrolled in Alamogordo Public Schools and do not have a ParentVUE account, please follow the steps below:

- Go to https://synergypvue.aps4kids.org/Login_parent_OEN.aspx.
- Click **“More Options”**
- Click **“Create a New Account”**

Online Registration Account Access

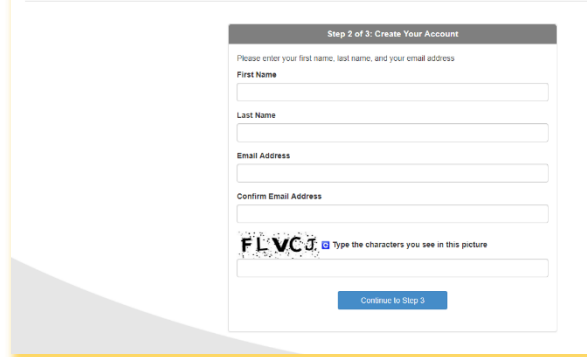


Parent Account Activation



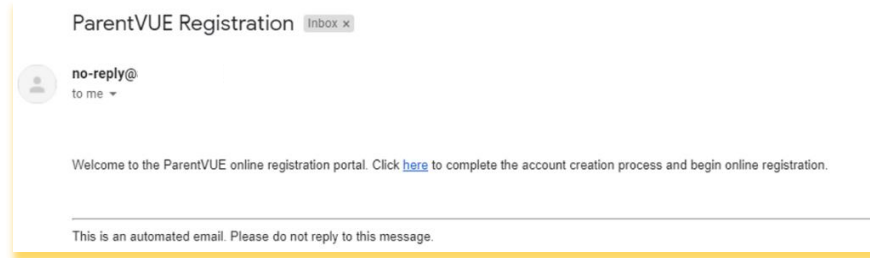
- Answer the 3 questions (if the answers to any of the 3 questions is “Yes”, you will need to contact your child’s school to get a ParentVUE activation key or have a password reset done.) Click **“Continue”** if you answered “No” to all 3 questions.
- Click **“I Accept”** on the Privacy Statement page.
- Enter your First Name, Last Name, Email Address, Confirm Email Address and Security Characters. Click **“Continue to Step 3”**

Parent Account Creation

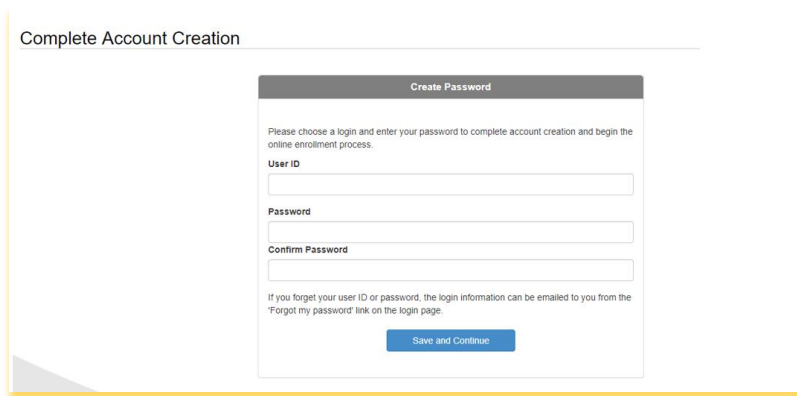


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- You should receive a Welcome to the ParentVUE online registration portal email. Click on the word “here” (link).



- When you click the link from the email you will be directed to the Complete Account Creation screen requiring you to set-up a User ID and Password (Be sure to keep this information available so you can login to ParentVUE in the future) Click ***“Save and Continue”***.



- Select the Registration School Year (if there is more than one available) and click ***“Begin New Registration”***
- Complete, review and submit.



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How to Set Up and Email Account



Creating a Gmail (Google Email) Account for parents using online registration that do not have an existing email account.

- Go to the following page: <https://accounts.google.com/signup>, complete all fields and click “Next”

English (United States) Help Privacy Terms

- Complete fields on this screen, phone number and recovery email are optional, birthday and gender are required. Click “Next”

English (United States) Help Privacy Terms

- Click “I agree” on the Privacy and Terms page – and you will get a Welcome screen. Click on the icon  and then click on the icon for Gmail .
- Please document your gmail user name and password for continued use with Online Registration. Email is required because when you create a ParentVue account you will receive an email to continue with setup and you will also receive emails during the acceptance process of Online Registration.

