Completing Online Registration for New Families

These steps will assist first time registrants in creating a ParentVUE account and completing the registration process for their student(s).

You will need to have access to a valid email account in order to complete the registration process. If you do not have an email address, please set one up before beginning the process. You may use any email provider you desire (Gmail, Yahoo, Outlook, etc.).

Once you have your account information, follow the steps below:

1. Open a session of Google Chrome.
2. In the address line, type: grps.org/parentvue

You will be brought to the following screen:

3. Select the **Creating an account on ParentVUE** link to start your registration. You will be taken to this screen:

Parent Account Activation

*Please answer the following question(s) before proceeding.*

- Has the child you are enrolling ever attended Grand Rapids Public Schools?  
  - Yes  
  - No
- Have you had any other children attend Grand Rapids Public Schools any time prior to today?  
  - Yes  
  - No

[Continue]  
[Return to login]
4. Answer the questions and click on Continue.
5. Complete the Three Steps in the Parent Account Activation section (you will need your email address for Step 2).
6. Once you have completed creating your ParentVUE account. You will be returned to the Login Screen to begin your Online Registration.

7. Enter your username and password to sign in.
8. Answer all the questions in each section for each student you are enrolling. Green Check Marks denote completed sections. Sections with Exclamation Marks are incomplete. Once all sections are completed, Review and click on Submit to complete the registration process.
9. To check the status of your completed registration, return to your ParentVUE Home Screen and click the Status tab. If you have any questions, please contact Student Data Services at (616) 819-5678.

<table>
<thead>
<tr>
<th>Status</th>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>School Name</th>
<th>Comments</th>
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<tbody>
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<td></td>
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<td>CA Frost Environmental Science Academy</td>
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<td>Middle High School: Verified</td>
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