



# Online Registration Guide





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## Online Registration Information



If you are already an existing parent within the district, contact your school for your activation key.

- Online Registration is a self-guided process available for ALL grade levels each year.
- 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 need only one account to update all their information.
- This verification process is designed to make sure LCPS has up-to-date information about your child(ren).
- Parents must have an email address to fill out online information. [\(Click here for PDF on how to set up an email account using Google\)](#)

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### **PREPARE YOUR DOCUMENTS:**

*Once you have completed online registration, you MUST bring the below documents to the student's school. To make the online registration process smooth and convenient, please have the following information available when you finalize new enrollments at your school site.*

- *Child's Birth Certificate (or Passport/Visa or state-certified document) No Photocopies*
  - *Parent/Guardian Identification*
  - *Proof of Residence (example: Utility Bill, Tax Bill, Renter's Lease Agreement)*
  - *Current Immunizations*
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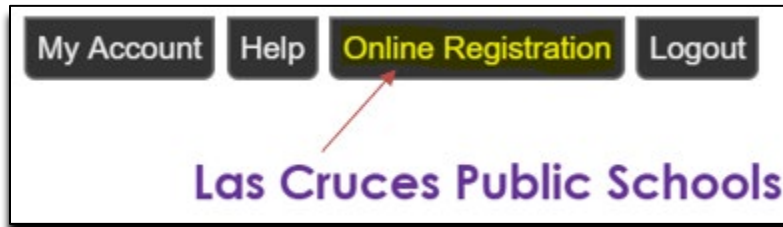




## Currently have a ParentVUE Account

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

- Go to: [http://parentvue.lcps.k12.nm.us/PXP2\\_Login.aspx](http://parentvue.lcps.k12.nm.us/PXP2_Login.aspx). Click **I am a parent** and Login.
  - *If you have forgotten your password, Click **Forgot Password**. A password reset will be sent to your email. If you have trouble logging in contact helpdesk at (575) 527-5971.*
- At the top right of the page, Click **Online Registration**.



- You can click **Resume Registration** to edit your current students' information and/or add a new student to the current year enrollment or click **Start Over** to add a new student to the next school year.
  - From **Resume Registration**:
    - Click **Add New Student**
    - Enter in all required field locations, **Review** and **Submit**.

### STUDENTS 2018-2019

Please add or update student details for each student you want to enroll:

#### Students to enroll in 2018-2019

First Name	Last Name	Gender	Grade	Status
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>+ Add New Student</b></div>				

- From **Start Over**:
  - Select which school year you would like to enroll the student.
  - Click **Begin New Registration**
  - Enter in all required field locations, **Review** and **Submit**.





## To Activate a ParentVUE Account

If you have a student already enrolled at LCPS but have not created a ParentVUE account, you will need an activation key from the school your already enrolled student is attending. Please contact the student's school to receive this key.

- Once you have the activation key go to:  
[https://parentvue.lcps.k12.nm.us/PXP2\\_Activate\\_Account\\_Privacy\\_Parent.aspx](https://parentvue.lcps.k12.nm.us/PXP2_Activate_Account_Privacy_Parent.aspx)
- Click **I accept** to accept the privacy policy.
- Enter in **First name, Last Name, and Activation Key**. Click **Continue to Step 3**.
- You will need to create a **User Name, Password, and Primary E-mail address**.
- Click **Complete Account Activation**.

### Complete Account Activation

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

Welcome **Christine Mullins**. 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**

- Go back to the ParentVUE webpage and log into your account using the credentials you just set created.
- Select the **Registration School Year**. Click **Begin New Registration**.
- Enter in all required field locations, **Review** and **Submit**.





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## To Create a ParentVUE Account

If you have never had a student enrolled in LCPS and do not have a ParentVUE account, please follow the steps below.

- Go to: [http://parentvue.lcps.k12.nm.us/PXP2\\_OEN\\_Login.aspx](http://parentvue.lcps.k12.nm.us/PXP2_OEN_Login.aspx)
- Click **Create Account/Forgot Password**
- Click **Create a New Account**

The screenshot shows the ParentVUE login page for Las Cruces Public Schools. At the top, it says "Login" and "Las Cruces Public Schools". Below that are fields for "User Name:" and "Password:", followed by a blue "Login" button. A yellow box highlights the "Create Account/Forgot Password" link. Below this, there are two options: "Create a New Account" (with a power icon) and "Forgot Password" (with a lock icon). A callout box is overlaid on the right side of the page, containing the following text:

Please answer the following question(s) before proceeding.

Do you have an active ParentVUE account?  
¿Tiene una cuenta de ParentVUE activa?  Yes  No

Have you ever had a student enrolled in LCPS?  
¿Alguna vez has tenido un estudiante inscrito en LCPS?  Yes  No

At the bottom of the callout box are two buttons: "Continue" (blue) and "Return to login" (white).

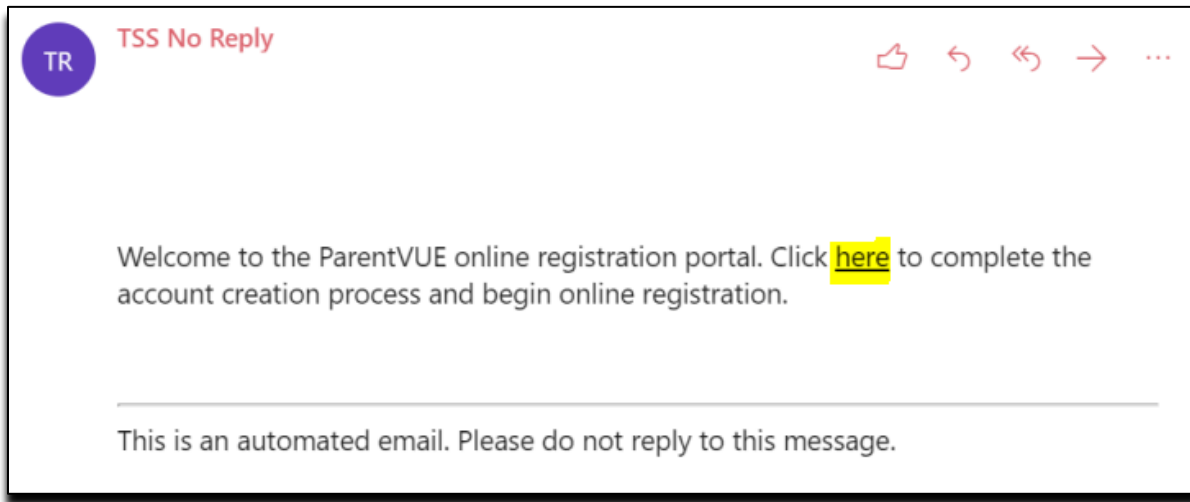
- Answer the two questions. (If you answer Yes to either of these, you will have to contact your students' current school to have a password reset. If you know your user name and password, please refer to page 4 of this guide.) Click **Continue**.
- Click **I Accept** to accept the privacy statement.
- Enter **First Name, Last Name, Email Address, Confirm Email Address, and Security Characters**. Click **Continue to Step 3**.





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- You should get a **Complete Account Creation** message. You must go to your email and click the link to activate your account.



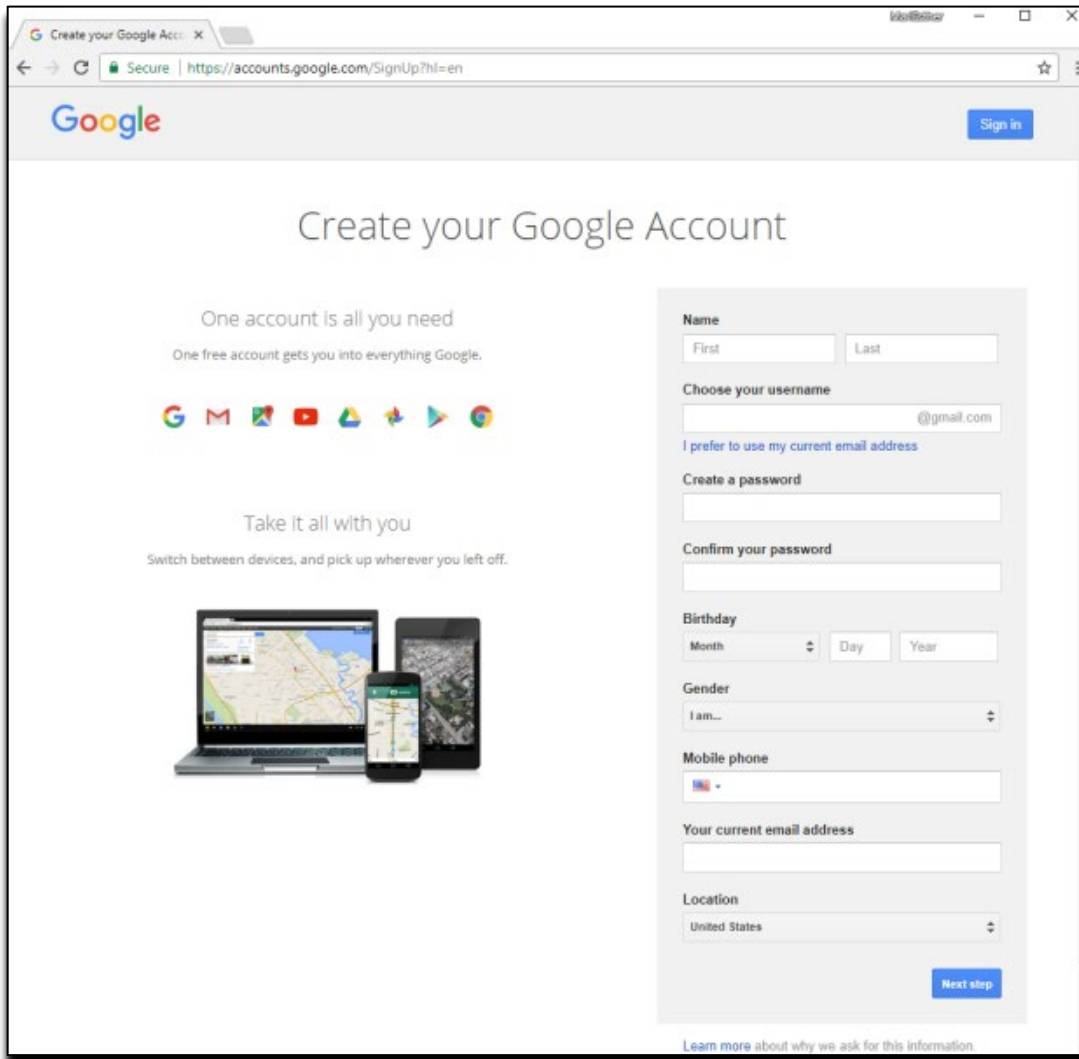
- When you click the link from the email you will be prompted to create your **User ID** and **Password**. *(Be sure to keep this information available so that you can log into your account in the future.)* Click **Save and Continue**.
- Select the **Registration School Year**. Click **Begin New Registration**.
- Enter in all required field locations, **Review** and **Submit**.



## 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.

- In a separate tab or browser window, go to the following page:  
<https://accounts.google.com/SignUp?hl=en>



The screenshot shows the Google Account creation page in a browser window. The URL is <https://accounts.google.com/SignUp?hl=en>. The page features the Google logo and a "Sign in" button. The main heading is "Create your Google Account". Below this, it says "One account is all you need" and "One free account gets you into everything Google." There are icons for various Google services: G, M, A, Y, D, P, S, and C. Below that, it says "Take it all with you" and "Switch between devices, and pick up wherever you left off." There is an image of a laptop, a smartphone, and a tablet. On the right side, there is a registration form with the following fields: Name (First and Last), Choose your username (with a dropdown menu showing "@gmail.com" and a link "I prefer to use my current email address"), Create a password, Confirm your password, Birthday (Month, Day, Year), Gender (I am...), Mobile phone (with a country code dropdown), Your current email address, and Location (United States). A "Next step" button is at the bottom right of the form. At the bottom of the page, there is a link "Learn more about why we ask for this information".

- You do not have to fill in Mobile phone or Your current email address, but Mobile phone is helpful in case they ever forget their account password.
- After the user has filled this out and clicked on the blue Next step button, Privacy and Terms are displayed. They need to click on the blue I AGREE button, and they will be presented with a Welcome screen.
- Click on the blue Continue button and you will be presented with a Google My Account screen.
- Click on the red envelope M (that the black arrow is pointing to), and you will be taken to the Gmail screen.
- Dismiss the pop-up by clicking on the x in the corner, and you will be left at the Gmail screen. You need to leave this tab/window open, because when the user creates a ParentVue account it will send them an email that they need to open before they can continue.