



Online Registration Guide



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Information regarding the online registration process and what supporting documentation you will need to bring to the student's school to complete registration.

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You can use your existing ParentVUE account to register a new student or update your current student's information. Use this if you have students already enrolled at LCPS and have a User name and Password. If you do not have a user name and password contact your student's school for an activation key.

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You have never had a student enrolled at a LCPS school. If your child was ever serviced with speech or PreK, you may already be in the system. You can email SISTEAM@lcps.net to verify.

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Parents must have an email address to complete the online registration process. Go to this page if you need to set up an email account.

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 have more than one child in school, you need only one account to update all their information. If you already have students enrolled at LCPS, please ensure you can view all of your students when you sign in. If you have missing students please email SISTEAM@lcps.net.
- 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](#))

PREPARE YOUR DOCUMENTS:

In the process of online registration, you will be prompted to upload the below documents. To make the online registration process smooth and convenient, please have the following information available when you finalize new enrollments at your school site. If you can't upload the documents online, you will need to bring them once our school reopens. Your students registration will not be accepted until all documents have been received.

-
- *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*
-
-

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.

- Once you have the activation key go to:
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.**

The screenshot shows a web form titled "Complete Account Activation" with a sub-header "Step 3 of 3: Choose user name and password". The form includes a welcome message for Christine Mullins and instructions to create a username and password. Below the instructions are four input fields: "User Name", "Password", "Confirm Password", and "Primary E-Mail". A "Complete Account Activation" button is located at the bottom right of the form.

- Go back to the ParentVUE webpage and log into your account using the credentials you just set created.

Introduction Tab

- Select **Registration School Year** and click **Begin New Registration.**

The screenshot shows a form with a dropdown menu labeled "Please select the registration school year.*" and a "Begin New Registration >" button.

- Click **Continue** after reading the Welcome Information.
 - The **Student Summary** should have all of your children listed. If you do not see all of your student's please contact helpdesk. Click **Save and Continue**.
 - In the **Signature** box electronic sign your name (the signature must match exactly to the first and last name used when registering the account). Click **Save and Continue**.

Family Tab

- **Home Address**
 - If your address has changed, check the box. Type in your address in the search bar. When it appears, select it and it will populate the information in the boxes below. Do not manually enter the address in the boxes, this causes an issue with school selection. Click **Save and Continue**.
 - If your mailing address is the same as your home address, check the box. If it is different, uncheck the box and enter the mailing address in the search bar. Click **Save and Continue**.

Home Address

Instructions

Please enter your home address below: **If it needs changing, check the box and use the search bar to locate your address.**

Type Address Here

Street Number*	Fraction	Direction	Street*	Type	Post Direction	Apartment
<input type="text" value="1430"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Hernandez Rd"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SPC 4"/>

Do not manually type in address

City*	State*	Zip Code*	+4
<input type="text" value="Las cruces"/>	<input type="text" value="NM"/>	<input type="text" value="88001"/>	<input type="text"/>

The address changed above will appear below:

1430 Hernandez Rd Apt SPC 4
Las cruces, NM 88001

<< Previous
Save And Continue >>

Parent/Guardian Tab

- Verify your information is correct. You can add, edit or remove information about yourself. Click **Save and Continue**.
 - Enter your employer name, if you do not have one Check the box above. Click **Save and Continue**.
 - Verify Phone Numbers are up to date. At least one number has to be checked as Primary.
 - Verify Email Address. Click **Save and Continue**.
 - Add military status, if needed. Click **Save and Continue**.
 - Answer the **Occupational Questionnaire**. Click **Save and Continue**.
- All parent/guardians will have to have information updated. If the other parent/guardian is greyed out, you cannot edit or remove information. Please contact your student's school to do so.

- If you have another parent/guardian, that is not greyed out, click **Edit** next to the parent/guardian's name.
 - Verify the information for the other parent/guardian. You can add, edit or remove information about the other parent. Click **Save and Continue**.
 - Enter their employer name, if they do not have one Check the box above. Click **Save and Continue**.
 - Verify Phone Numbers are up to date. At least one number has to be checked as Primary.
 - Verify Email Address. If the other parent does not have an email, check the box below. Click **Save and Continue**.
 - Add military status, if needed. Click **Save and Continue**.
 - Answer the **Occupational Questionnaire** for the other parent/guardian. Click **Save and Continue**.
- You can add a new parent/guardian, if needed. Click **Save and Continue**.

Emergency Tab

- Ensure you have at least 2 emergency contacts listed, other than yourself. You can add up to 10.
- Click **Edit** next to the first emergency contact, if listed. Click **Add New Emergency Contact** if you do not have any listed.
 - First and last Name of the emergency contact is required. You can enter any additional information. Click **Save and Continue**.
 - Enter at least one phone number. Click **Save and Continue**.
- Repeat this process for each emergency contact.

Student Tab

- You will see your current students enrolled at LCPS. If you cannot see all current students attending, please contact your students' school. You can exclude them from this registration by clicking the **Exclude** button. If you exclude your current students, no information will be updated for them.
- To edit information about current students, click **Edit** next to the student's name.

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; background-color: yellow;"> + Add New Student </div>				

- To Add a new student, click **Add New Student**
 - Enter all required fields. Click **Save and Continue**.
 - Select Students birth country and birth verification document type. Click **Save and Continue**.
 - Select Yes or No for the McKinney-Vento questions. If yes, select housing type. Click **Save and Continue**.
 - Select Ethnicity in the drop-down box and check box for race. Click **Save and**

Continue.

- Select Yes or No from the drop-down box if your student has ever attended Kindergarten in a New Mexico public school. Click **Save and Continue.**
- If your student has never attended school for Kindergarten, you will have to complete the Language Usage Survey. This only needs to be completed once, if you were not prompted to do so, it has already been fulfilled.
- If you are prompted to complete the Language Usage Survey, please answer questions 1-12 (ensure to add a language on question 7, even if it is English). Sign and date. Click **Save and Continue.**
- Answer Yes or No for the Student Internet and Technology Resource Permission form, Student Photo/Video Release Policy, and Directory Information. Enter your electronic signature. Click **Save and Continue.**
- If the student attend school prior to enrolling, please enter all previous school information. Answer if the student was retained. Click **Save and Continue.**
- Ensure the parent relationships are correct. Check boxes for contact allowed, ed rights, has custody, mailings allowed, release to, and financial resp. Click **Save and Continue.**
- Add relationships for emergency contacts. Check boxes to verify the emergency contacts are at least 18 years of age. Click **Save and Continue.**
- Verify the emergency contact order. You can manually move the order of these contacts. Click **Save and Continue.**
- Answer Yes or No to the Special Services questions. Click **Save and Continue.**
- Answer Yes or No to suspension questions. Click **Save and Continue.**
- If your student requires transportation: enter request date, start date, and yes or no for transportation to and from school. Click **Save and Continue.**
- Select the school in the drop-down box. (If your student will be attending another school, contact the out of boundary school. They can then request the home school to send the registration information to them.) Click **Save and Continue.**
- Repeat the steps above for each additional student. When completed, click **Save and Continue.**

Documents Tab

If you have a new student to the district, a Kindergartener or an address change you will be prompted to upload documents. If you cannot upload documents, check the box stating 'I will send a hard copy to the school instead of uploading it.' If you do not upload documents the registration will not be accepted until they have received the documents needed.

- Select the document type.
- Click Upload
- Select the photo you would like to upload.
- Click Save and Continue.

Review/Submit Tab

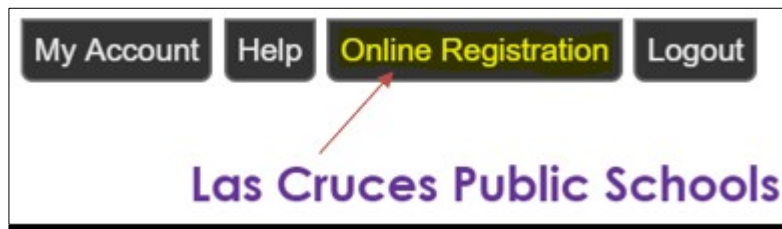
- Review all students registration, click **Review.**
- Verify all information listed is correct. The highlighted yellow material is new information that was entered. The highlighted red material is deleted information.
- At the bottom of the page, Check the box that you have reviewed all registration data and verify that it is correct.

- Click **Submit**.

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. If you have multiple students already enrolled in LCPS, ensure you can view them. If you cannot view all of your students, please email SISTEAM@lcps.net.

- Go to: 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 email SISTEAM@lcps.net.*
- At the top right of the page, Click **Online Registration**.



Introduction Tab

- Select **Registration School Year** and click **Begin New Registration**.

- Click **Continue** after reading the Welcome Information.
 - The **Student Summary** should have all of your children listed. If you do not see all of your student's please contact helpdesk. Click **Save and Continue**.
 - In the **Signature** box electronic sign your name (the signature must match exactly to the first and last name used when registering the account). Click **Save and Continue**.


Family Tab

- **Home Address**
 - If your address has changed, check the box. Type in your address in the search bar. When it appears, select it and it will populate the information in the boxes below. Do not manually enter the address in the boxes, this causes an issue with school selection. Click **Save and Continue**.
 - If your mailing address is the same as your home address, check the box. If it is different, uncheck the box and enter the mailing address in the search bar. Click **Save and Continue**.

Home Address

Instructions

Please enter your home address below: **If it needs changing, check the box and use the search bar to locate your address.**

Q 

Street Number*	Fraction	Direction	Street*	Type	Post Direction	Apartment
<input type="text" value="1430"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Hernandez Rd"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SPC 4"/>

Do not manually type in address

City*	State*	Zip Code*	+4
<input type="text" value="Las cruces"/>	<input type="text" value="NM"/>	<input type="text" value="88001"/>	<input type="text"/>

The address changed above will appear below:

1430 Hernandez Rd Apt SPC 4
Las cruces, NM 88001

<< Previous Save And Continue >>

Parent/Guardian Tab

- Verify your information is correct. You can add, edit or remove information about yourself. Click **Save and Continue**.
 - Enter your employer name, if you do not have one Check the box above. Click **Save and Continue**.
 - Verify Phone Numbers are up to date. At least one number has to be checked as Primary.
 - Verify Email Address. Click **Save and Continue**.
 - Add military status, if needed. Click **Save and Continue**.
 - Answer the **Occupational Questionnaire**. Click **Save and Continue**.
- All parent/guardians will have to have information updated. If the other parent/guardian is greyed out, you cannot edit or remove information. Please contact your student's school to do so.
- If you have another parent/guardian, that is not greyed out, click **Edit** next to the parent/guardian's name.
 - Verify the information for the other parent/guardian. You can add, edit or remove information about the other parent. Click **Save and Continue**.
 - Enter their employer name, if they do not have one Check the box above. Click **Save and Continue**.
 - Verify Phone Numbers are up to date. At least one number has to be checked as Primary.
 - Verify Email Address. If the other parent does not have an email, check the box below. Click **Save and Continue**.
 - Add military status, if needed. Click **Save and Continue**.
 - Answer the **Occupational Questionnaire** for the other parent/guardian. Click **Save and Continue**.
- You can add a new parent/guardian, if needed.
Click **Save and Continue**.

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- Ensure you have at least 2 emergency contacts listed, other than yourself. You can add up to 10.
- Click **Edit** next to the first emergency contact, if listed. Click **Add New Emergency Contact** if you do not have any listed.
 - First and last Name of the emergency contact is required. You can enter any additional information. Click **Save and Continue**.
 - Enter at least one phone number. Click **Save and Continue**.
- Repeat this process for each emergency contact.

Student Tab

- You will see your current students enrolled at LCPS. If you cannot see all current students attending, please contact your students' school. You can exclude them from this registration by clicking the **Exclude** button. If you exclude your current students, no information will be updated for them.
- To edit information about current students, click **Edit** next to the student's name.

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
+ Add New Student				

- To Add a new student, click **Add New Student**
 - Enter all required fields. Click **Save and Continue**.
 - Select Students birth country and birth verification document type. Click **Save and Continue**.
 - Select Yes or No for the McKinney-Vento questions. Click **Save and Continue**.
 - Select Ethnicity in the drop-down box and check box for race. Click **Save and Continue**.
 - Select Yes or No from the drop-down box if your student has ever attended Kindergarten in a New Mexico public school. Click **Save and Continue**.
 - If your student has never attended school for Kindergarten, you will have to complete the Language Usage Survey. This only needs to be completed once, if you were not prompted to do so, it has already been fulfilled.
 - If you are prompted to complete the Language Usage Survey, please answer questions 1-12 (ensure to add a language on question 7, even if it is English). Sign and date. Click **Save and Continue**.
 - Answer Yes or No for the Student Internet and Technology Resource Permission form, Student Photo/Video Release Policy, and Directory Information. Enter your electronic signature. Click **Save and Continue**.
 - If the student attend school prior to enrolling, please enter all previous school information. Answer if the student was retained. Click **Save and Continue**.
 - Ensure the parent relationships are correct. Check boxes for contact allowed, ed rights, has custody, mailings allowed, release to, and financial resp. Click **Save and Continue**.

- Add relationships for emergency contacts. Check boxes to verify the emergency contacts are at least 18 years of age. Click **Save and Continue**.
- Verify the emergency contact order. You can manually move the order of these contacts. Click **Save and Continue**.
- Answer Yes or No to the Special Services questions. Click **Save and Continue**.
- Answer Yes or No to suspension questions. Click **Save and Continue**.
- If your student requires transportation: enter request date, start date, and yes or no for transportation to and from school. Click **Save and Continue**.
- Select the school in the drop-down box. (If your student will be attending another school, contact the out of boundary school. They can then request the home school to send the registration information to them.) Click **Save and Continue**.
- Repeat the steps above for each additional student. When completed, click **Save and Continue**.

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- Select the document type.
- Click Upload
- Select the photo you would like to upload.
- Click Save and Continue.

Review/Submit Tab

- Review all student's registration, click **Review**.
- Verify all information listed is correct. The highlighted yellow material is new information that was entered. The highlighted red material is deleted information.
- At the bottom of the page, Check the box that you have reviewed all registration data and verify that it is correct.
- Click **Submit**.

To Create a ParentVUE Account

If you have **NEVER** had a student enrolled in LCPS (this includes child find, SPED services, walk in speech service and Pre-k) and do not have a ParentVUE account, please follow the steps below.

- Go to: http://parentvue.lcps.k12.nm.us/PXP2_OEN_Login.aspx
- Click **Create Account/Forgot Password**
- Click **Create a New Account**

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

[Continue](#) [Return to login](#)

Login

Las Cruces Public Schools

User Name:

Password:

[Login](#)

[Create Account/Forgot Password](#)

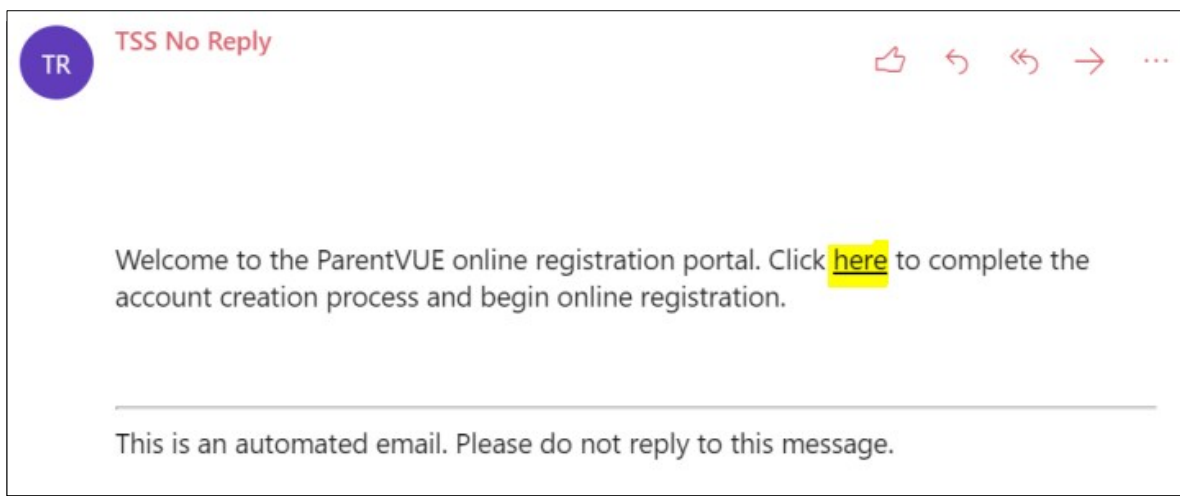
[Create a New Account](#) [Forgot Password](#)

English | Español | العربية | 廣東 | Créole (Français) | 日本語 | 한국어 | Português | русский | Việt Nam

- 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**.

- 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**.

Introduction Tab

- Select **Registration School Year** and click **Begin New Registration**.

- Click **Continue** after reading the Welcome Information.
 - In the **Signature** box electronic sign your name (the signature must match exactly to the first and last name used when registering the account). Click **Save and Continue**.


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City*	State*	Zip Code*	+4
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1430 Hernandez Rd Apt SPC 4
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<< Previous Save And Continue >>

Parent/Guardian Tab

- Add all information about yourself. Click **Save and Continue.**
 - Enter your employer name, if you do not have one Check the box above. Click **Save and Continue.**
 - Add Phone Numbers, at least one number has to be checked as Primary.
 - Verify Email Address. Click **Save and Continue.**
 - Add military status, if needed. Click **Save and Continue.**
 - Answer the **Occupational Questionnaire.** Click **Save and Continue.**
- You can add a new parent/guardian, if needed, by clicking **Add New Parent/Guardian.** Follow the steps listed above. Click **Save and Continue.**

Emergency Tab

- Enter at least 2 emergency contacts listed, other than yourself. You can add up to 10.
- Click **Add New Emergency Contact.**
 - Enter First and Last Name of the emergency contact. You can enter any additional information. Click **Save and Continue.**
 - Enter at least one phone number. Click **Save and Continue.**
- Repeat this process for each emergency contact.

Student Tab

STUDENTS 2018-2019

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

Students to enroll in 2018-2019

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[+ Add New Student](#)

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- Select the document type.
- Click Upload
- Select the photo you would like to upload.
- Click Save and Continue.

Review/Submit Tab

- Review all students registration, click **Review**.
- Verify all information listed is correct. The highlighted yellow material is new information that was entered. The highlighted red material is deleted information.
- At the bottom of the page, Check the box that you have reviewed all registration data and verify that it is correct.
- Click **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>

- 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.