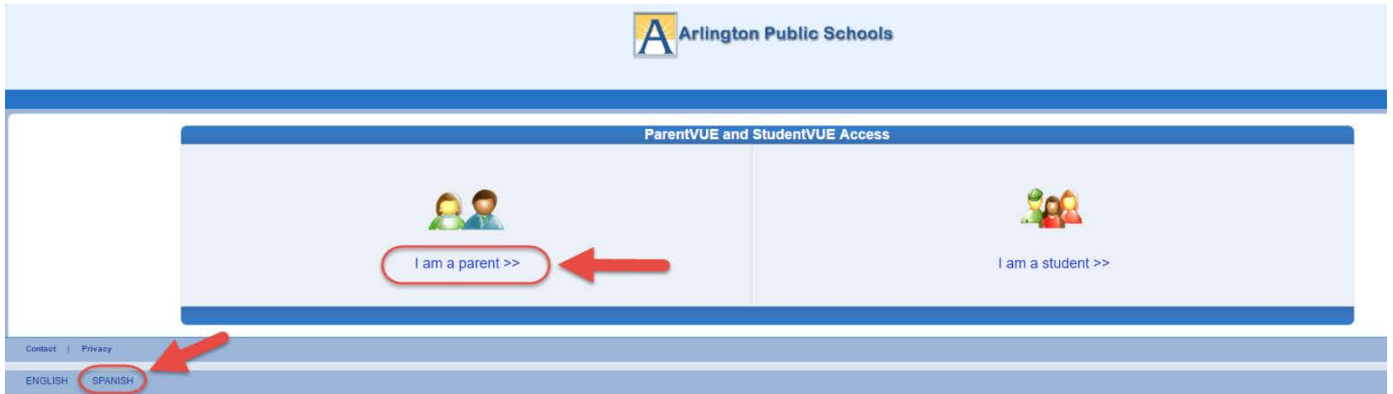


## Change Password

This guide covers change your current password in ParentVUE.

1. In your web browser go to: <https://vue.apsva.us/>.



**Optional:** If you would like to view the ParentVUE screens in Spanish, click on the word Spanish on the lower left corner of the screen

2. Click on **I am a Parent**.

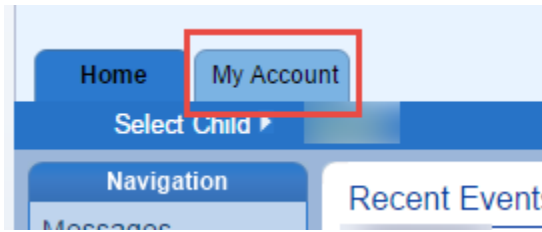
3. Enter **User Name** and **Password**.



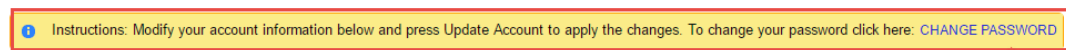
**Optional:** If you would like to view the ParentVUE screens in Spanish, click on the word Spanish on the lower left corner of the screen

4. Click **Login**.

5. Click on the **My Account** tab.



6. In the yellow banner, click on the **CHANGE PASSWORD** link.



**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 <i>** Indicates primary contact phone</i>
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*  
 Discipline *Notify me when my child has a discipline occurrence*  
 Grades *Notify me when my child's current term grades are posted*  
 Grade Book *Notify me with my child's gradebook scores*

Send Messages Every Sunday

Only Send Messages when Grades are below:  %

Primary Email:

Email #1:

Email #2:

Email #3:

Email #4:

Email #5:

Phone Numbers

Account Access History

Date	Time	Logged In Successful?	IP Address Accessed From



7. Enter your **Current Password**, Type the **New Password** (at least 6 characters), twice to confirm, then press the **CHANGE PASSWORD** button.

### CHANGE PASSWORD

To change your password, enter your current password, new password, type the new password again to confirm, then press the Change Password button.

Current Password:

New Password:

Confirm New Password:

8. You will see the following screen once your password had been successfully changed.

### CHANGE PASSWORD

Changes have been successfully made to your account.

[Click here to go back to My Account](#)

[Click here to go back to ParentVUE home page](#)