Getting Started with Kindergarten Online Registration

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I am New to MCPS and I Need a ParentVUE Account to Register my Child for Kindergarten.

Enrollment of new students to MCPS for Kindergarten will be completed in ParentVUE using Online Registration. If you are a current parent of an MCPS student with an activated ParentVUE account, click the “Online Registration” link in ParentVUE and select the registration type described in step #9.

Parents who are new to MCPS will need to create a new ParentVUE account before enrolling your student in a pre-K/Kindergarten program. To create your ParentVUE account, follow these steps:

1. From a web browser (Google Chrome is recommended), navigate to https://md-mcps.edupoint.com/PXP2_OEN_Login.aspx.
2. Click the “Create a New Account” button.
3. You will be prompted with four questions to check if you already have an account in the system. You have to answer No to all four questions and click continue to create a new ParentVUE account.

**NOTE:** An answer of “yes” to any question indicates that an account for you may already exist. If you do not know your existing account information, please reach out to your local school or our community tech support for assistance.

4. Click the Accept button when prompted with the Privacy/Acceptable Use policy.

5. Enter a First Name, Last Name, and Email Address (a valid email is required to activate your account). Enter the security code pictured and click the **Continue to Step 3** button.

6. You will receive an email from NoReplySynergy@mcpsmd.org. Click the link in the email to finish the registration of your account.

7. Create a Username (you may use your email address) and password.
8. Now you are logged in to the Online Registration page.
9. Select the 2021-2022 Kindergarten Enrollment option from the menu.

10. Click “Begin Registration”.

How do I access ParentVUE after activating my account?

To access ParentVUE again after you have activated your account:
2. If prompted, select I am a parent.
3. Enter the User Name and Password you created during the account activation process.
How Do I Access Online Registration with My ParentVUE Account?

1. The Kindergarten Registration is located in the Online Registration Module of ParentVUE. Click on the Online Registration button in the upper right hand corner of your ParentVUE screen.

2. Select the 2021-2022 Kindergarten Enrollment option from the menu.
3. Click “Begin Registration”.
What if I did not receive a parent activation email or mailer?

Parent activation emails and letters were sent to parents with a valid email or home address on file and who have education rights, custody, and if contact is allowed for their student. If you did not receive an activation email or mailer, contact the school and provide a valid email address or verify the home address is current. If there is a previous custody concern on record, contact the school to make sure that the correct settings are marked for education rights, custody, and contact for each parent/guardian listed.

How do I activate my ParentVUE account for the first time?

As a result of our transition to the Synergy Student Information System, the previous myMCPS Parent Portal has been replaced with a new parent portal application called ParentVUE. To access ParentVUE, parents/guardians will need to activate a new parent portal account. In order to activate your account, MCPS parents/guardians will receive an account activation letter that includes a unique Activation Key or URL necessary for setting up a ParentVUE account. If you are a new parent who has never enrolled a student in MCPS before, you will need to contact the school directly before receiving a ParentVUE account.

**PLEASE NOTE:** Account activation directions vary slightly between those detailed in an email and those received by mail. Emailed activation letters contain a unique URL that automatically connects the existing parent record.
information and therefore does not require you to enter your name and activation key. Please review the directions below that are specific to activating your account if you have received the account activation mailer or an activation email.

<table>
<thead>
<tr>
<th><strong>Mailer Activation Directions</strong></th>
<th><strong>Email Activation Directions</strong></th>
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<tbody>
<tr>
<td><strong>Step 1:</strong> Navigate to <a href="http://md-mcps-psv.edupoint.com">md-mcps-psv.edupoint.com</a> and select “I am a parent”</td>
<td><strong>Step 1:</strong> Click on the unique link provided in the email. <strong>Please note:</strong> The activation link provided is specific to you and includes the activation key necessary for activating your account.</td>
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| ![Mailer Activation Directions](image1.png) | ![Email Activation Directions](image2.png) |

| **Step 2:** In the lower right hand corner of the login page, select “Activate Account” | **Step 2:** Review the **Privacy Statement** and click “I Accept” |
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Step 3:
Review the **Privacy Statement** and click “I Accept”

Step 3:
Enter a **User Name**, **Password**, and **Primary E-Mail** and click “Complete Account Activation”

Step 4:
Enter your **First Name**, **Last Name** and the **Activation Key** exactly as they appear in your account activation letter, then click “Continue to Step 3”

You are now in ParentVUE!
Step 5:
Enter a **User Name**, **Password**, and **Primary E-Mail** and click “Complete Account Activation”

You are now in **ParentVUE**!