ParentVue Directions

SYNERGY is a completely web-based student information system that tracks class schedule, grades, attendance, behavior, and health data for each student.

A component of this package includes a ParentVUE portal - a safe and secure way for parents/guardians to access information about your student’s academic progress. Parent account activation is a self-registration process. Each parent/guardian is provided a unique activation key code that is one time use for activating your account only.

*****In order to use ParentVUE you must have an email account.*****

STEP 1: Go to the STEP Academy website: www.stepacademymn.org

Click on the Parent Resources drop down menu and select View Students Grades.

STEP 2: Click on the I am a Parent tab.

STEP 3: Click the More Options tab then select Activate Account.
**STEP 4:** Read through the privacy statement and click **Accept**.

![Privacy Statement](image)

**STEP 5:** Enter your First Name, Last Name, and 7 character activation key from the bottom of the Activation Letter. Then click the **Continue to Step 3 button**.

![Activation Key](image)

**STEP 6:** Create a username, password, and enter your email. Then click the **Complete Account Activation** button.

![Account Creation](image)

You can also find the ParentVUE app for your phone. Just search for ParentVue and look for this icon.
Logging in once activation is complete:

Once you have activated your account you no longer need to use the activation key.

**STEP 1:** Go to the STEP Academy website: [www.stepacademymn.org](http://www.stepacademymn.org)

Click on the **Parent Resources** drop down menu and select **View Students Grades**.

**STEP 2:** Click on the **I am a Parent** tab.

**STEP 3:** Enter the user name and password you chose when first activating your account.