

Getting Started with Online Registration for Kindergarten - Grade 12 Enrollment

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Please Note: If your student has ever been tested or enrolled previously in MCPS, including parents of Pre-k students receiving special education services and **Pre-K/Headstart** students who are already in the MCPS system, you should not use Online Registration in ParentVUE to enroll these students for the next school year. Please contact your child's school of enrollment ([School Locator](#)) directly and they will enroll your student for you.

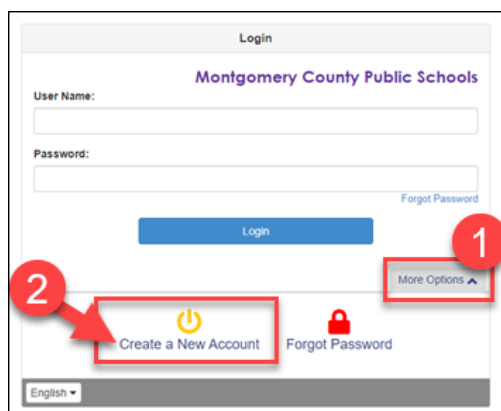
Translated Guides Available:

Español | 中文 | français | tiếng Việt | 한국어 | አማርኛ | português

I am New to MCPS and I Need a ParentVUE Account to Enroll my Child

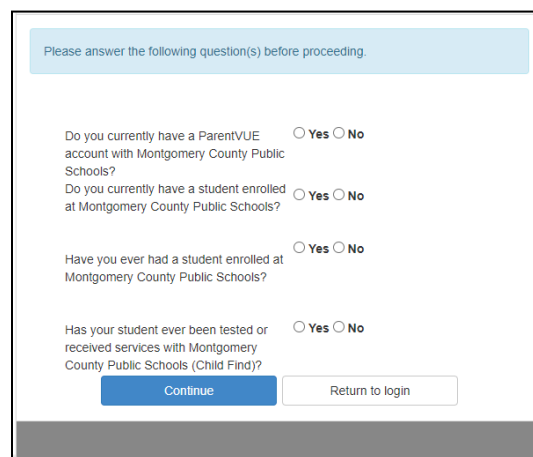
Enrollment of new students to MCPS for Kindergarten-Grade 12 will be completed in **ParentVUE** using **Online Registration**. Parents who are new to MCPS will need to create a new ParentVUE account before enrolling your student. To create your ParentVUE account, follow these steps:

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.

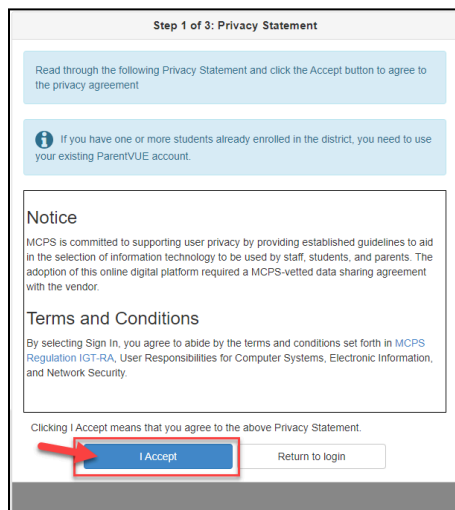


3. You will be prompted with four questions to check if you already have an account in the system. You have to answer No to all four questions and click continue to create a new ParentVUE account.

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.



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



Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement.

i If you have one or more students already enrolled in the district, you need to use your existing ParentVUE account.

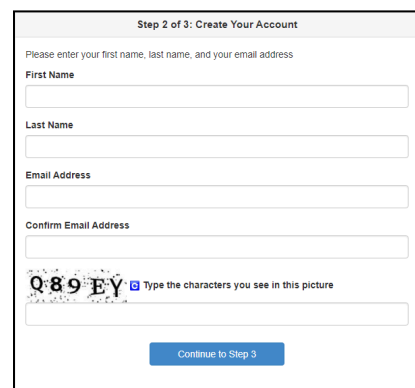
Notice
MCPS is committed to supporting user privacy by providing established guidelines to aid in the selection of information technology to be used by staff, students, and parents. The adoption of this online digital platform required a MCPS-vetted data sharing agreement with the vendor.

Terms and Conditions
By selecting Sign In, you agree to abide by the terms and conditions set forth in MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security.

Clicking I Accept means that you agree to the above Privacy Statement.

I Accept Return to login

- 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.



Step 2 of 3: Create Your Account

Please enter your first name, last name, and your email address

First Name

Last Name

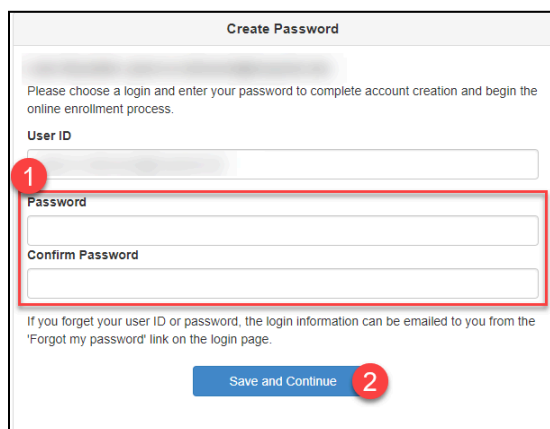
Email Address

Confirm Email Address

Q89 EY Type the characters you see in this picture

Continue to Step 3

- You will receive an email from NoReplySynergy@mcpsmd.org. Click the link in the email to finish the registration of your account.
- Create a Username (you may use your email address) and password.



Create Password

Please choose a login and enter your password to complete account creation and begin the online enrollment process.

User ID

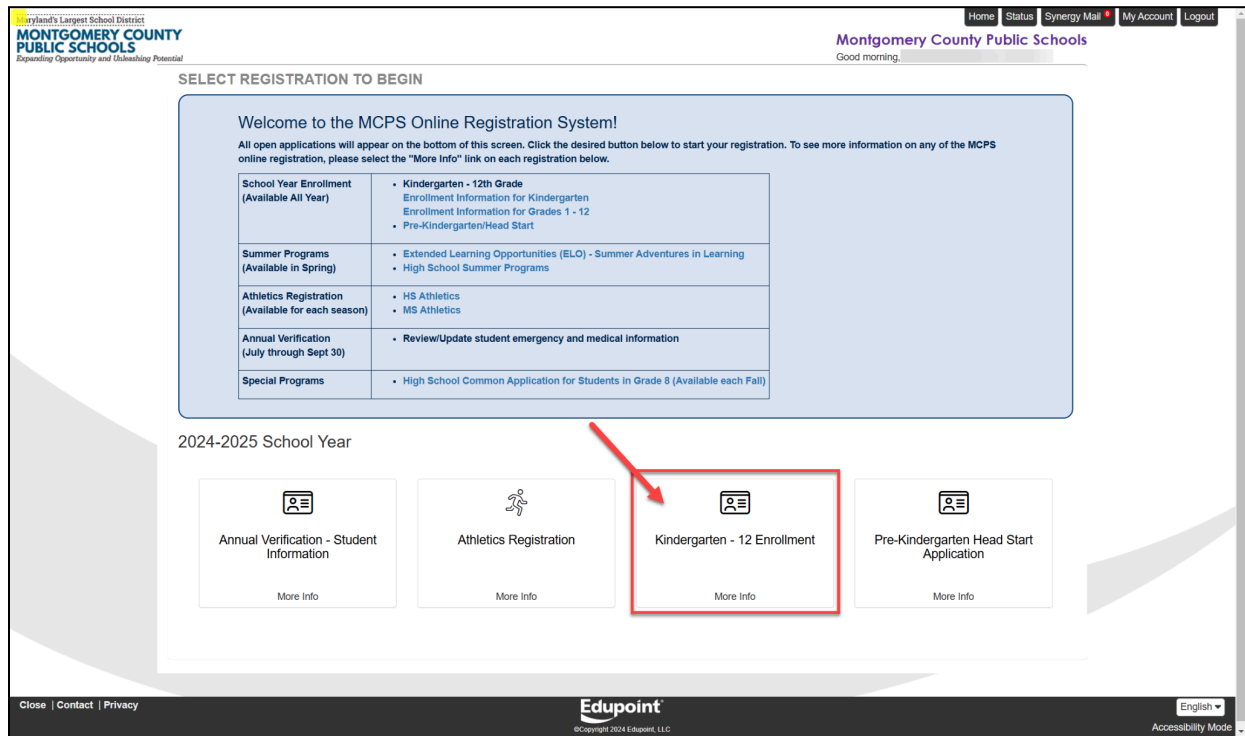
1 Password

Confirm Password

If you forget your user ID or password, the login information can be emailed to you from the "Forgot my password" link on the login page.

Save and Continue **2**

- Now you are logged in to the Online Registration page. Select the **Kindergarten - 12 Enrollment** option from the menu at the bottom of the page.



Montgomery County Public Schools
Good morning.

SELECT REGISTRATION TO BEGIN

Welcome to the MCPS Online Registration System!

All open applications will appear on the bottom of this screen. Click the desired button below to start your registration. To see more information on any of the MCPS online registration, please select the "More Info" link on each registration below.

School Year Enrollment (Available All Year)	- Kindergarten - 12th Grade Enrollment Information for Kindergarten - Enrollment Information for Grades 1 - 12 - Pre-Kindergarten/Head Start
Summer Programs (Available in Spring)	- Extended Learning Opportunities (ELO) - Summer Adventures in Learning - High School Summer Programs
Athletics Registration (Available for each season)	- HS Athletics - MS Athletics
Annual Verification (July through Sept 30)	Review/Update student emergency and medical information
Special Programs	High School Common Application for Students in Grade 8 (Available each Fall)

2024-2025 School Year



Annual Verification - Student Information

[More Info](#)



Athletics Registration

[More Info](#)



Kindergarten - 12 Enrollment

[More Info](#)



Pre-Kindergarten Head Start Application

[More Info](#)

Close | Contact | Privacy

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English
Accessibility Mode

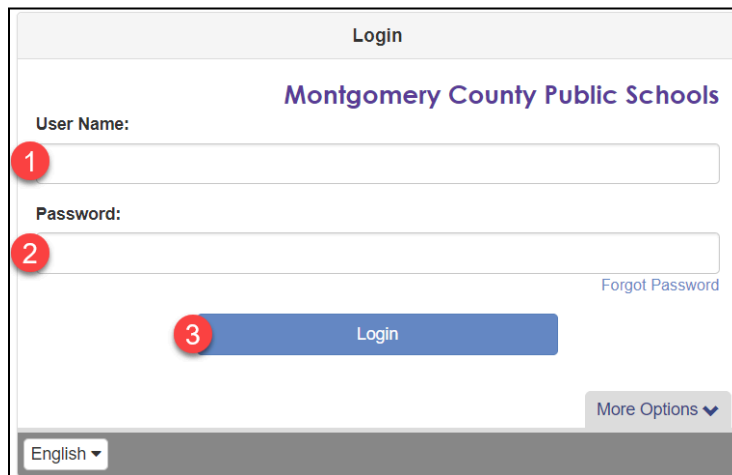
How do I return to ParentVUE to continue a registration?

To access ParentVUE again after you have activated your account:

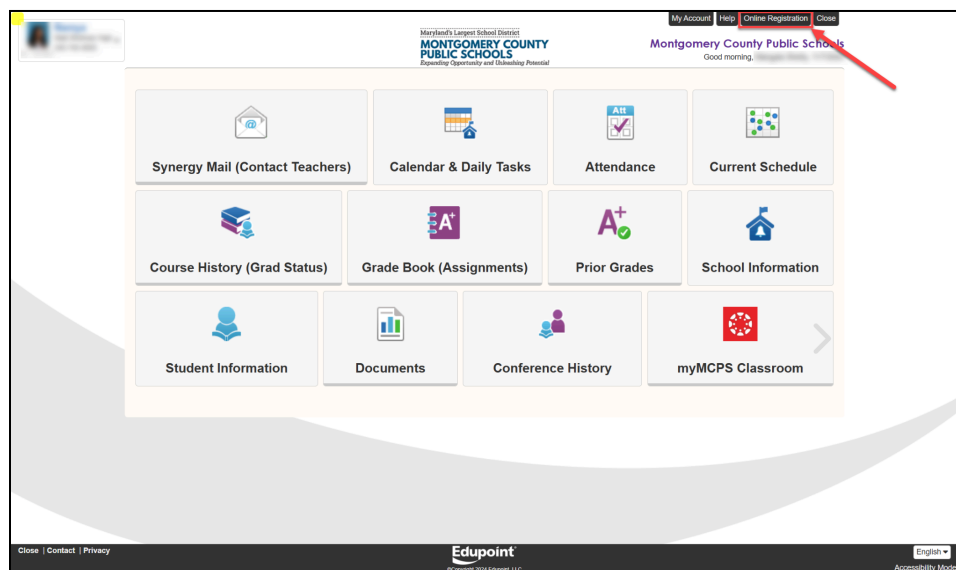
1. Navigate to https://md-mcps.edupoint.com/PXP2_Login.aspx.
2. If prompted, select **I am a parent**.



3. Enter the **User Name** and **Password** you created during the account activation process



4. *If you are not immediately directed to Online Registration, click the button in the upper right corner of the screen.



5. Click the **Resume K-12 Enrollment** button.

Resume K -12 Enrollment

2024-2025 K -12 Enrollment

Thank you for returning to the Kindergarten - 12 Enrollment process. To continue where you left off, select Resume K -12 Enrollment.

 Resume K -12 Enrollment

 Delete K -12 Enrollment

Save And Continue >

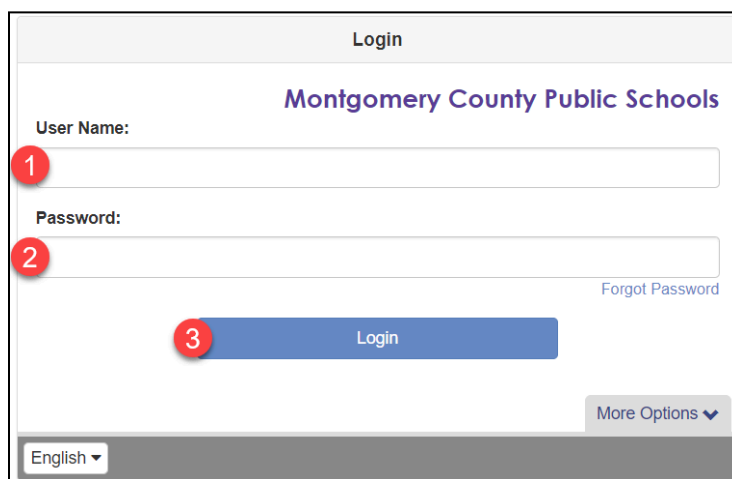
I am a previous/current MCPS parent with an activated ParentVUE account

To access Online Registration for new student enrollment:

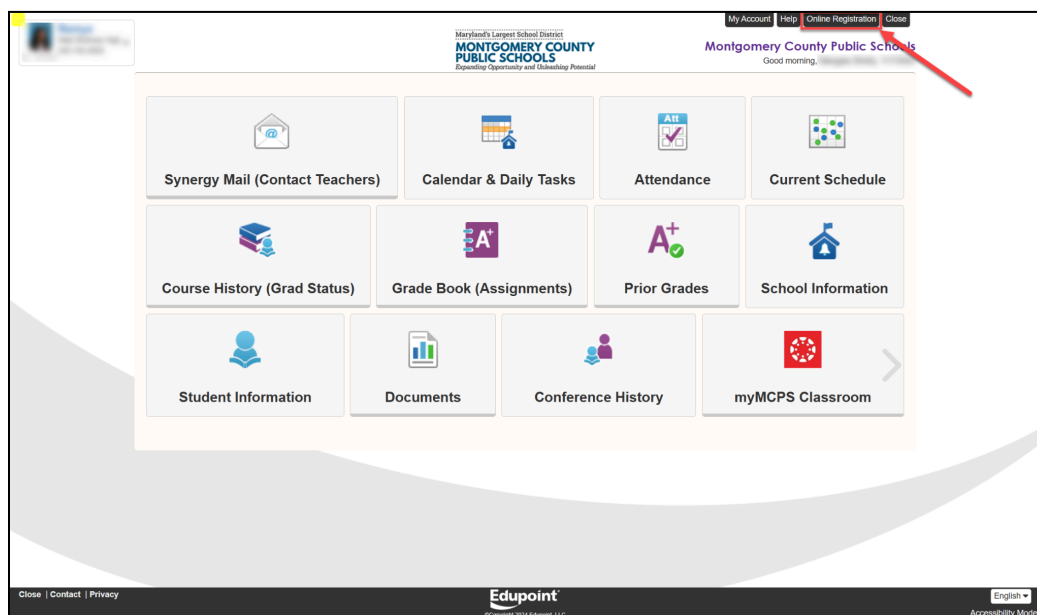
1. Navigate to https://md-mcps.edupoint.com/PXP2_Login.aspx.
2. If prompted, select **I am a parent**.



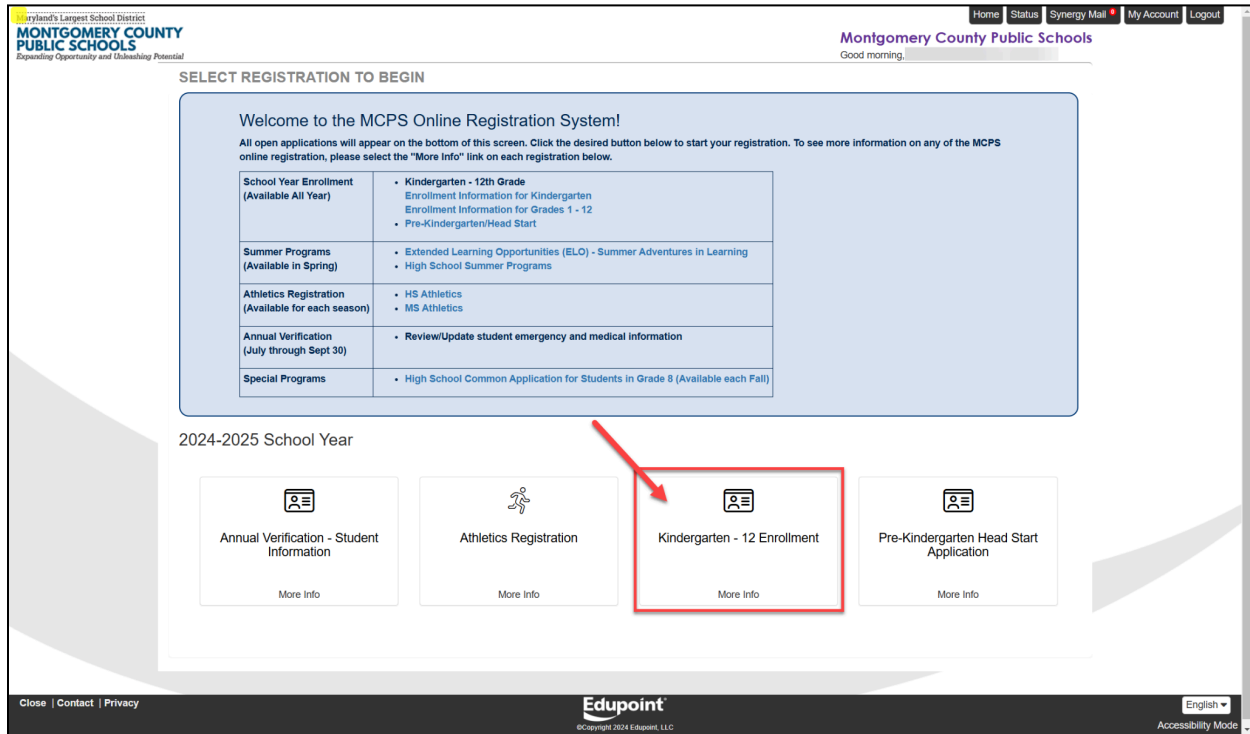
3. Enter your **User Name** and **Password** and click **Login**



4. Once you are logged in, click the **"Online Registration"** button in the upper right corner.



5. Select the **Kindergarten - 12 Enrollment** option from the menu at the bottom of the screen.



MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

Montgomery County Public Schools
Good morning,

SELECT REGISTRATION TO BEGIN

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2024-2025 School Year



Annual Verification - Student Information

[More Info](#)



Athletics Registration

[More Info](#)



Kindergarten - 12 Enrollment

[More Info](#)



Pre-Kindergarten Head Start Application

[More Info](#)

Close | Contact | Privacy

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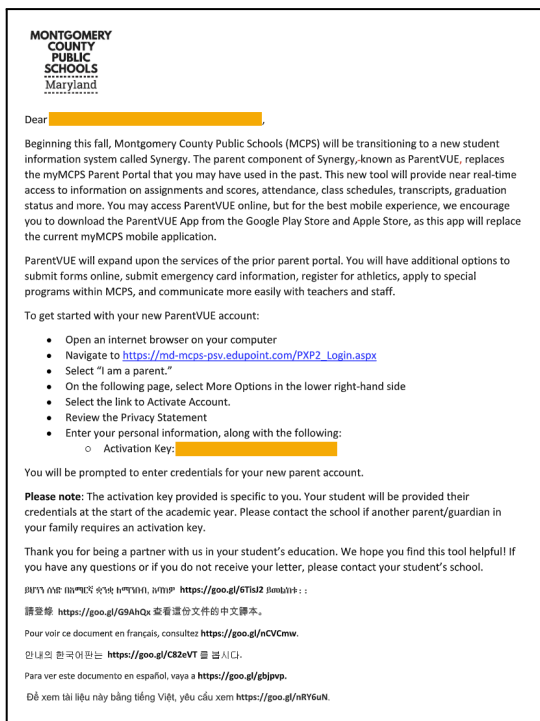
English Accessibility Mode

6. Follow the steps described on each page of the registration.

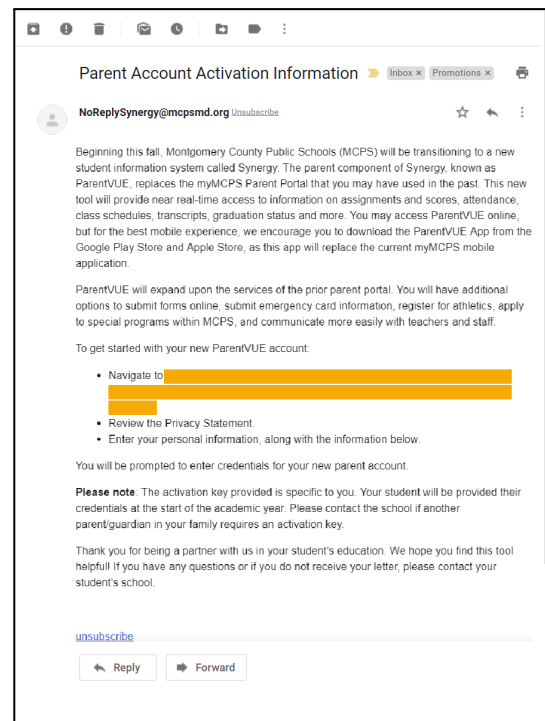
I am a current MCPS parent but don't have a ParentVUE account

To access ParentVUE, parents/guardians will need to activate their ParentVUE account. In order to activate your account, MCPS parents/guardians were sent an account activation letter that includes a unique Activation Key or URL necessary for setting up a ParentVUE account. 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 contact allowed for their student(s). If you did not receive an activation email or letter, please contact the school and request your ParentVUE account activation information. When requesting this information, be sure to provide the school with a valid email address or verify the current home address on file is accurate.

How do I activate my ParentVUE account from the letter/email?



Sample Activation Letter



Sample Activation Email

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.

Mailer Activation Directions

Step 1:

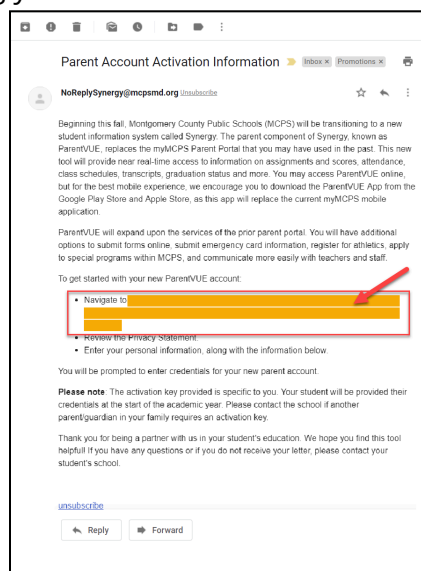
Navigate to md-mcps-psv.edupoint.com and select **"I am a parent"**



Email Activation Directions

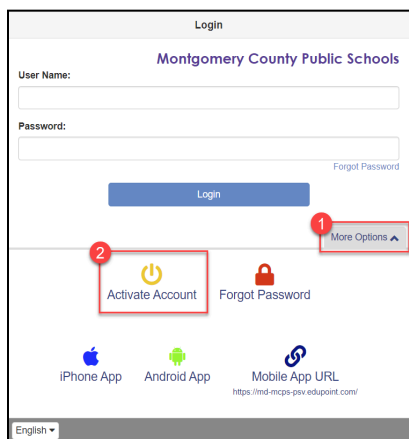
Step 1:

Click on the unique link provided in the email.
Please note: The activation link is specific to you and includes the activation key necessary for activating your account.



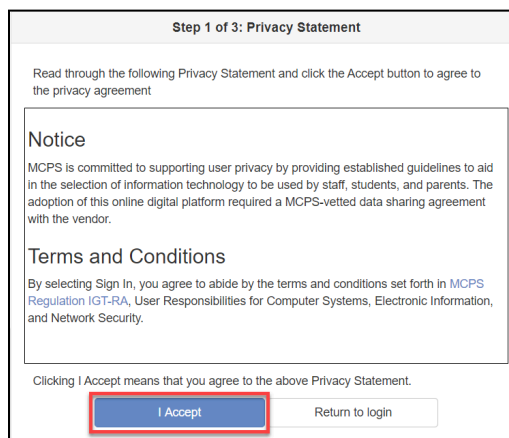
Step 2:

In the lower right hand corner of the login page, select **"Activate Account"**



Step 2:

Review the **Privacy Statement** and click **"I Accept"**



Step 3:

Review the **Privacy Statement** and click “**I Accept**”

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

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Clicking I Accept means that you agree to the above Privacy Statement.

I Accept Return to login

Step 3:

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

Step 3 of 3: Choose user name and password

Welcome [Name] 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.

1 **User Name**

User Name is required

2 **Password**

Password is required

3 **Confirm Password**

4 **Primary E-Mail**

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**”

Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

1 **First Name**

2 **Last Name**

3 **Activation Key**

Continue to Step 3

Montgomery County Public Schools
Montgomery County Public Schools
2020-2021 School Year
Parent/Student Information

Dear Parent/Student, Please enter the 7 character authentication key (provided to you by the district) to activate your ParentVUE account. The key is located in the bottom right corner of the letter. Please enter the key exactly as it appears, including any hyphens or spaces. The key is case sensitive. If you are having trouble, please contact your school's technology support team.

To get the most out of your ParentVUE account, we recommend:

- Use a strong password for your account.
- Log in to ParentVUE at least once a week.
- If you are having trouble, please contact your school's technology support team.

Thank you for using ParentVUE to stay connected with your child's education. We hope you find this tool helpful and we look forward to your feedback.

Sincerely,
Montgomery County Public Schools
2020-2021 School Year
Parent/Student Information

You are now in **ParentVUE!**

Montgomery County Public Schools
Montgomery County Public Schools
2020-2021 School Year
Parent/Student Information

Good morning, [Name]!

Synergy Mail (Contact Teachers) **Calendar & Daily Tasks** **Attendance** **Current Schedule**

Course History (Grad Status) **Grade Book (Assignments)** **Prior Grades** **School Information**

Student Information **Documents** **Conference History** **myMCPS Classroom**

Close Contact Privacy Edupoint Account & Settings

Step 5:

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

Step 3 of 3: Choose user name and password

Welcome [redacted] 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.

1 **User Name**

User Name is required

2 **Password**

Password is required

3 **Confirm Password**

4 **Primary E-Mail**

Complete Account Activation

You are now in **ParentVUE!**

Montgomery County Public Schools
Building Opportunity and Learning Together

My Account | Help | Contact Us | Log Out

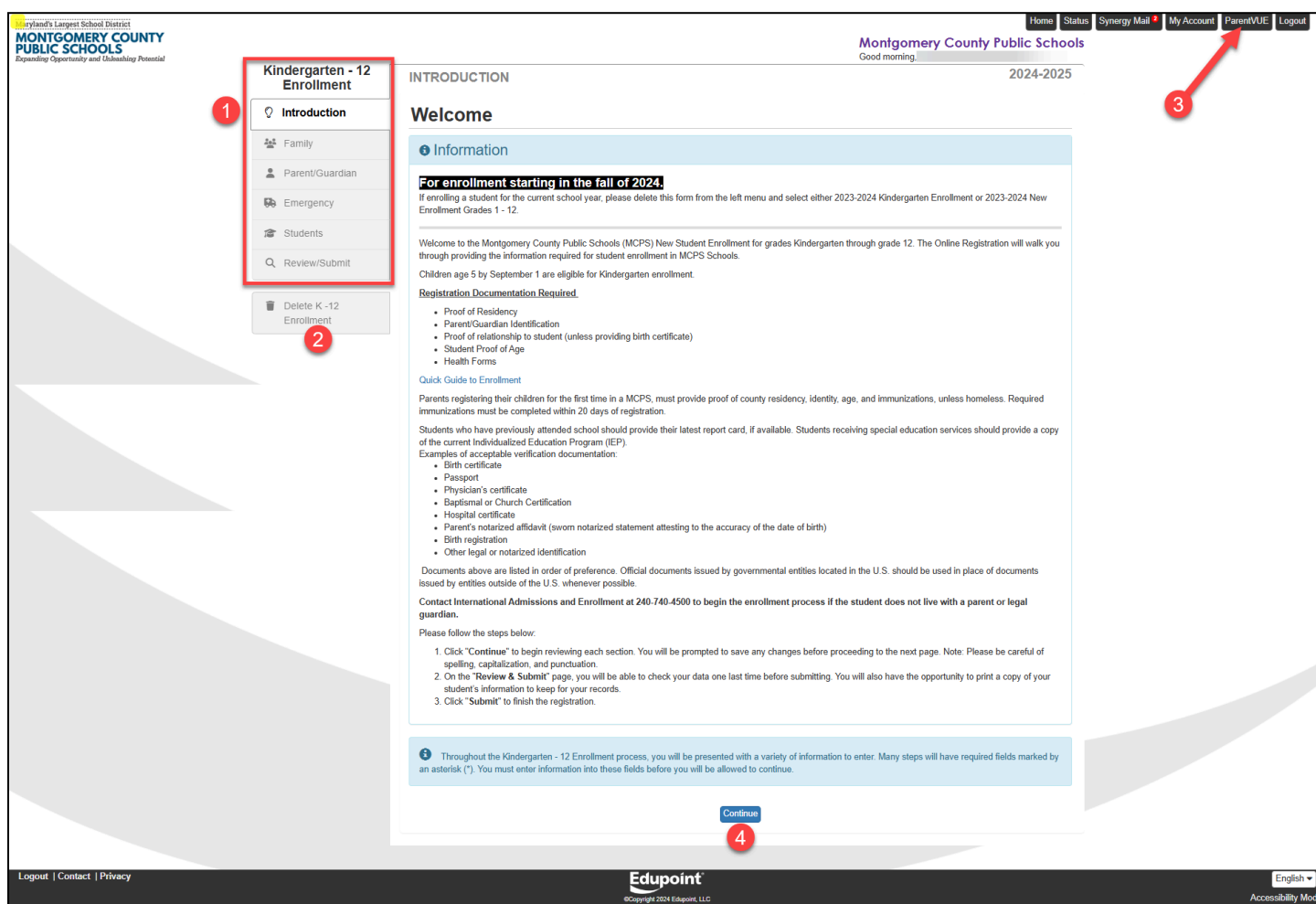
Good morning! [redacted] | Log Out | Help

Synergy Mail (Contact Teachers)	Calendar & Daily Tasks	Attendance	Current Schedule
Course History (Grad Status)	Grade Book (Assignments)	Prior Grades	School Information
Student Information	Documents	Conference History	myMCPS Classroom

Edupoint
ParentVUE

How do I complete the registration process?

After you have selected the registration for new enrollment, you will follow the directions on the screen for navigating through the entire registration. As you progress through the registration, you will be prompted to enter information related to each of the tabs on the left hand side (1). Green checks will appear on each tab when that section is completed. At any time you can delete the current enrollment registration (2), or return to the main ParentVUE screen by clicking “**ParentVUE**” (3) and resume later. On each page of the registration, be sure to click “**Continue**” or “**Save and Continue**” at the bottom of the screen (4).



The screenshot shows the Montgomery County Public Schools (MCPS) Kindergarten-12 Enrollment page. The page is titled "Kindergarten - 12 Enrollment" and includes a sidebar with navigation tabs: Introduction, Family, Parent/Guardian, Emergency, Students, and Review/Submit. A red box highlights the "Introduction" tab, labeled with a red circle and the number 1. Below the sidebar, there is a "Delete K-12 Enrollment" button, labeled with a red circle and the number 2. The main content area is titled "INTRODUCTION" and "Welcome". It includes a section for "Information" with a heading "For enrollment starting in the fall of 2024." and a list of required documentation: Proof of Residency, Parent/Guardian Identification, Proof of relationship to student (unless providing birth certificate), Student Proof of Age, and Health Forms. A "Quick Guide to Enrollment" section provides instructions for parents and students. At the bottom of the page, there is a "Continue" button, labeled with a red circle and the number 4. In the top right corner, there is a "ParentVUE" link, labeled with a red circle and the number 3, which is highlighted by a red arrow.

What kind of information is collected in each section of the registration?

Here is a brief description of the kinds of information you will enter in each section of the registration:

Section	Information Collected	Considerations
Introduction	Electronic Signature	Be sure the electronic signature matches exactly with the name of the user completing the registration (located in the upper right corner of the registration).
Family	- Home Address - Mail Address	If you are a new parent/guardian to MCPS and entering your home address, be sure to use the search box to enter the house number and beginning of the street name so that you can select the correct address that is suggested for you. Home Address Instructions Type your address into the Search box below. The system will match what you type with known addresses in our database. The matches will display below the search field. Click the address that matches your home address. The address will be displayed in the boxes below. If you choose to manually enter your address in the fields and bypass the search, the address may not be recognized as a valid MCPS address delaying the processing of your registration. ☒ Check here if your address has changed. Date of the address change 03/13/2022 26023 m I 26023 M [redacted] Street * Type Post Direction Unit Type 26023 [redacted] M [redacted]
Parent/Guardian	- Parent/Guardian Name - Parent/Guardian Contact Information - Military/MCPS Employment	You may add additional parents/guardians in this section, but this does not activate a ParentVUE account for them. They will need to contact the school to get information about activating their own ParentVUE account.
Emergency	- Emergency contact name - Emergency contact information (phone, email, etc.)	At least one emergency contact is required, but you may add as many as necessary. The relationship of the emergency contact and the order in which they should be contacted will be collected in the Students section.
Students	- Student Name, gender, birth date, entering grade, parent/guardian address, birth verification document - Residency document	This section of the registration is dependent on how you respond to the questions provided. Links to any documents that need to be completed and uploaded are included on the applicable pages of this section. Be sure to complete these and have digital copies ready to upload in the next section.

	• International Admissions • Student contact information • Special Services • Discipline History • School Selection • Parent/Guardian Relationships • Emergency Contact Relationship • Emergency Contact Order • Ethnicity • Language Survey • Health Forms • Health Information (Physician, Dentist, Insurance) • Health History • Medications • Directory Information Withholding • Annual FERPA Rights	
Documents	Document Uploads: • Address verification • Legal identification • Birth Verification • Immunization Certificate MDH 896 • Any other documents as needed based on answers to registration questions	Please be sure to have digital copies of all registration documents ready to upload. Accepted forms of documents include .jpg or .pdf.
Review/Submit	• Summary of all information entered for the registration • Acknowledgement that all data is correct	You must review your registration prior to submission. After clicking "Review", be sure to click on the box at the bottom of the review page to indicate you have reviewed the registration and verify that it is correct.

The status of your registration(s) that are in progress can be found [on the status page](#)