



OPT-IN/OUT OF PARENTVUE EMAILS AND NOTIFICATIONS

PARENTVUE PUSH NOTIFICATIONS

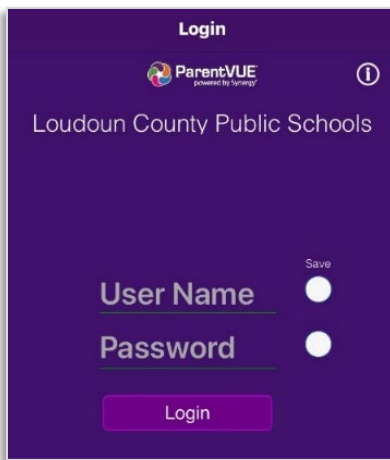
Parents may opt-in or opt-out of **push notifications** for **Grade Book** and **Period/Daily Attendance** information on **Android** devices. Completing this process enables push notifications for all your children enrolled in LCPS.

LOGIN TO PARENTVUE

1. Open the ParentVUE app on your device.

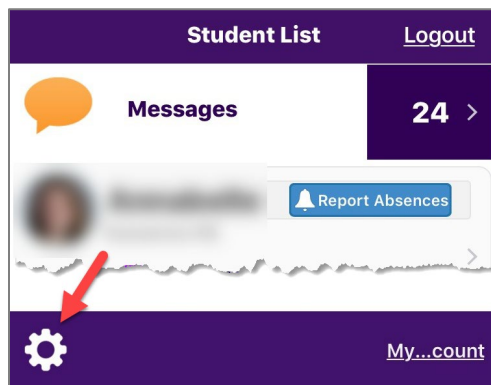


2. Enter your User Name and Password and tap **Login**.



SELECT NOTIFICATIONS

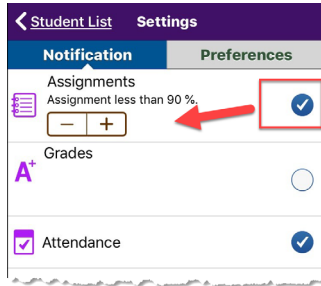
1. From the main screen, tap the **gear** icon.





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2. Select the desired notifications. For assignment notifications, tap the **+/-** buttons to set a grade threshold.



ENABLE NOTIFICATIONS ON YOUR DEVICE

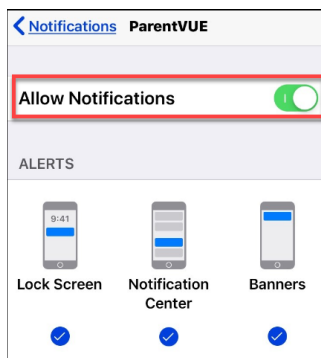
1. Open the **Settings** app on your device.



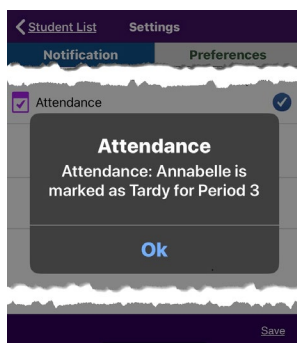
2. Tap **Notifications**.



3. Tap **ParentVUE**. Turn on **Allow Notifications**.



4. You will now receive **Notifications** on your device. Push notifications are scheduled to run every 15 minutes.



To enable/disable attendance and/or grading emails, follow the instructions on the next page.



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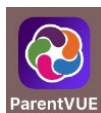
PARENTVUE EMAIL NOTIFICATIONS

Parents may opt-in or opt-out of **email notifications** for **Grade Book** and **Period Attendance** information using either the ParentVUE Mobile app or web version. Completing this process enables/disables emails for all your children enrolled in LCPS. Grade Book emails are sent once weekly, on a day you choose. Period Attendance emails are sent hourly.

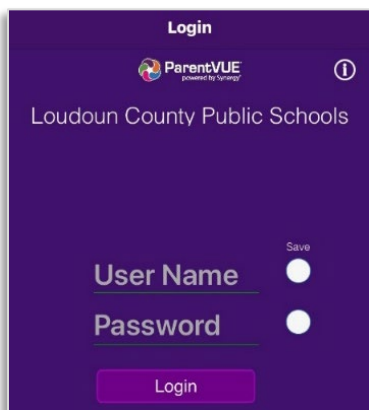
➔ **Grade Book emails are sent only to parents of secondary students.**

CONFIGURE EMAILS PARENTVUE MOBILE APP

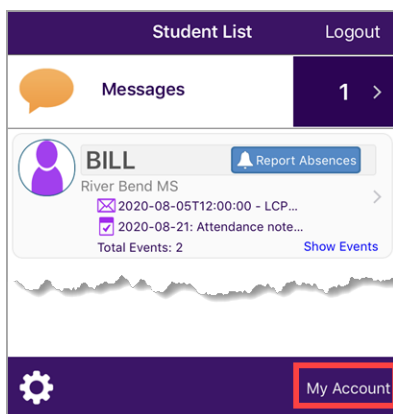
1. Open the ParentVUE app on your device.



2. Enter your **User Name** and **Password** and tap **Login**.



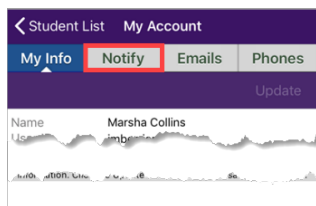
3. Tap **My Account**.



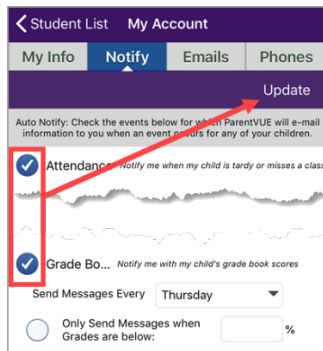


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4. Tap the **Notify** tab.



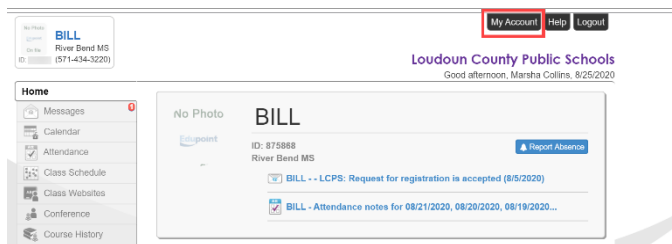
5. Select/deselect the **Attendance** and/or **Grade Book** options. If you choose the **Grade Book** option, select the day of the week you would like to receive the emails and an optional percentage grade threshold (emails will be sent only when grades are below this value).



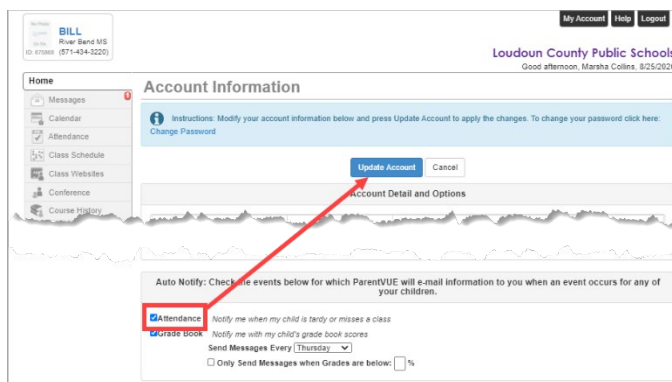
6. Tap **Update**.

CONFIGURE EMAILS PARENTVUE WEB

1. Log into your ParentVUE account by going to <https://portal.lcps.org>.
2. Click **My Account**.



3. Select the **Attendance** and/or **Grade Book** options. If you choose the **Grade Book** option, select the day of the week you would like to receive the emails and an optional percentage grade threshold (emails will be sent only when grades are below this value) and click **Update Account**.





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PARENTVUE HELP

The [District ParentVUE](#) page has resources to help you activate and learn how to use your ParentVUE account.

Each school has dedicated staff to help parents with their accounts. Please contact your child's school to reach the staff member who can help you.