ParentVUE/StudentVUE
Parent/Student Account Creation Manual

The Albuquerque Public Schools
Web Based Parent/Student Communication Tool

MyStudent.aps.edu

Support
ParentVUE/StudentVUE support is handled at the school. For support on this document or anything related to ParentVUE/StudentVUE contact your school’s ParentVUE/StudentVUE support person.
ParentVUE and StudentVUE are websites that offer secure, private access to school and student information, including assignments, grades, attendance, school calendar, and teacher contact details. In ParentVUE, you can see the information for all of your students.

▶ Start with opening your browser and going to mystudent.aps.edu

It will take you to the following screen of options:

First Time Access: Create an Account

If you received an activation key via paper letter then skip to step 4 on this document.

1. Click the parent or student icon, as appropriate, under “{Step 1} I have never logged in and I need an activation key”
2. Read the directions carefully on the screen. If you’re a parent and have more than one child active in APS, choose one to fill out the information for. Fill out the form completely and accurately. Information must match exactly as it is in the APS student information system. Click “Get Your Activation Key” button.

View of the parent form. Student form varies slightly.

3. Your activation key is sent to the email address you provided in the form, Step 2 of this document. Follow the directions carefully in the email to continue creating your account.

4. Click the parent or student icon, as appropriate, under “{Step 2} I have activation key. I’m ready to setup my account.”
5. 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.

6. Fill out your first name, last name and activation key (found in your email, see Step 3 in this document). 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.

- **First Name**
- **Last Name**
- **Activation Key**

Click “Continue to Step 3”

7. Read the directions carefully. You are now asked to create a permanent username, password and a primary email address. Click “Complete Account Activation”

**Step 3 of 3: Choose user name and password**

Welcome: 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.

- **User Name**
- **Password**
- **Confirm Password**
- **Primary E-Mail**

Click “Complete Account Activation”
8. Upon successful completion you will be entered into ParentVUE/StudentVUE.

![ParentVUE/StudentVUE interface]

9. That concludes setting up a ParentVUE/StudentVUE account. You can now go directly to mystudent.aps.edu. Click the parent or student icon, as appropriate, under “I’ve already setup my account. I’m ready to login”

![Login page]

10. Upon clicking the appropriate icon above you will be taken directly to the ParentVUE/StudentVUE login page. Use the username and password you created on step 7 of this document. Click “Login”

![Login page]

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