# Completeing The Excel Center Online Registration

If you are a new adult student and do not have an existing ParentVUE account, click "Create a New Account". If you have an existing ParentVUE account, login with your ParentVUE account or contact the school for your activation key to activate it.



Answer the three questions.
Once complete, click "Continue"

Read through and if you agree with our Privacy Statement, click "I Accept" to continue.

**Step 1 of 3: Privacy Statement**

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

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

ParentVUE/StudentVUE Use Agreement

ParentVUE and StudentVUE are internet-based applications that provide access to education records for parent/guardian and students of the district through a secured Internet site. All parents/guardians and students who wish to use ParentVUE or StudentVUE must comply with the terms and conditions in this Agreement.

A. Rights and Responsibilities
Access to ParentVUE/StudentVUE is a free service offered to all current students and parents/guardians of district students. Access to student information through ParentVUE/StudentVUE is a privilege, not a right. A parent/guardian will be authorized to activate a ParentVUE account only after the student is enrolled in the district. Once a student withdraws or graduates, ParentVUE access to that student's education records will be inactivated. Parents/guardians and their student(s) must practice proper and ethical use of ParentVUE.

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

[ I Accept ] [ Return to login ]

Enter your name and email address information along with the characters in the picture. Once complete, click "Continue to Step 3".

**Step 2 of 3: Create Your Account**

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

**First Name**

Michael

**Last Name**

Knight

**Email Address**

michaelknight@mailpremium.net

**Confirm Email Address**

michaelknight@mailpremium.net

ZLF7H 🔵 Type the characters you see in this picture

ZLF7H

[ Continue to Step 3 ]

Click [Return to login] and **close** the browser window.

**Step 3 of 3: Complete Account Creation**

Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

Return to login

Check the email address used to register the account and locate the "ParentVUE Registration" message. Click the "here" link in the email to proceed with the account setup.

**Synergy** ®
Student Information System

Message sent from Arizona Goodwill Education Services

Hi Michael,

Welcome to the ParentVUE online registration portal. Click here to complete the account creation process and begin online registration.

This is an automated email. Please do not reply to this message.

Enter the your email address along with the desired password. Confirm the password and Click "Save And Continue" once complete.

**Create Password**

**Michael Knight (michaelknight@mailpremium.net)**
Please choose a login and enter your password to complete account creation and begin the online enrollment process.

**User ID**

michaelknight@mailpremium.net

**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

Select Begin New Registration.



Review the **Welcome** section and click "Continue".



Enter your First and Last name in the Electronic Signature field.
Click "Save And Continue" once complete.

On the "Family – Home Address" screen, enter your address in the fields provided.
Click "Save And Continue" once complete.



On the "Family – Mail Address" screen, select the checkbox if the mail and home address are the same. If your mailing address is different, complete the fields provided and Click "Save And Continue" once complete.

Enter the demographic information for yourself as Adult Student,
Click "Save And Continue" once complete"



From this screen, the Adult Student information can be edited if needed.
Click "Save And Continue" once complete.



Enter your contact phone number(s) and email address.
Click "Save And Continue" once complete.



From this screen, your information can be edited.
Click "Save And Continue" once complete.

Select "Add New Emergency Contact" to enter your emergency contact(s).
*(Note: A **minimum of one emergency contact** is required and a maximum of four contacts can be entered per student.)*
Click "Save And Continue" once complete.



Enter the emergency contact's first name, last name, and language.
Click "Save And Continue" once complete.



Enter the contact information for this emergency contact. Click "Save And Continue" once complete.



Edit or add additional contacts as needed from this screen.
Click "Save And Continue" once complete" once all emergency contacts have been added.

The "Students (adult student)" section will allow you to start entering your information.
Click "Add New Student' to begin.



Enter the appropriate demographic data for yourself as the student and Click "Save And Continue" once complete.



Select the term you plan on starting.
Click "Save And Continue" once complete.

Complete the additional demographic information for yourself.
Click "Save And Continue" once complete.



Enter your contact phone number(s) and email address.
Click "Save And Continue" once complete.



Answer the "McKinney Vento Eligibility Questionnaire" questions.
Click "Save And Continue" once complete.

Answer the Additional Demographic Information questions.
Click "Save And Continue" once complete.



Select the Arizona Residency Affidavit document type you will be providing to the front office.
Click "Save And Continue" once complete.



Answer the "How did you hear about us?" section.
Click "Save And Continue" once complete.

Complete the "Ethnicity & Race" questionnaire.
   *Note: More than one race can be selected if needed.*
Click "Save And Continue" once complete.



Complete the "Language Survey" section. Click "Save And Continue" once complete.



Enter your physician (doctor) and dentist information. This section is optional.
Click "Save And Continue" once complete.

Enter any notable health conditions for yourself. If you do not have any health conditions, click the "Student has no health conditions" checkbox.
Click "Save And Continue" once complete.



Enter any medication that will be provided to the school for administration and identify any notable medication the student receives at home. If the student does not take any medication, click the "Student has no medication" checkbox. Click "Save And Continue" once complete.

*Note: The school does not provide medication. **Medication that needs to be administered by the school must be provided by the student** to the school in its original packaging along with the appropriate consent form.*

Enter the Immunization section.
Click "Save And Continue" once complete.



Enter your Employment Information
Click "Save And Continue" once complete.



Enter your previous school information. If possible please add their phone number.
Click "Save And Continue" once complete.

Enter the information in the "Special Services" section.
Click "Save And Continue" once complete.



Answer the "Getting to School" section.
Click "Save And Continue" once complete.



Enter the School Selection.
Click "Save And Continue" once complete.



If additional modifications/additions needed, select Edit and complete.

If the Status shows Complete, you can select "Save And Continue" once complete.



Upload all applicable documents for all students by **browsing to the file and clicking**  or indicate the items will be hand delivered to the school.
Click "Save And Continue" once complete.

*Note: All required documents must be received by the school to finalize the registration. Missing documents will cause processing delays.*

Once your registration is complete, click "Review" to review the data before submitting.



Once the information is accurate, check the box to verify the data is correct and click "Submit'.



When prompted, click "OK" to submit the registration to the Excel Center.

A confirmation like the following will be received once the registration has been submitted.



Result from selecting Status button:



An email confirmation will also be received to indicate a successful submission.



**Check Status**

During the review process, communication will be sent from the school, but the student can also check the registration status online. Click here to login and display the status of registration.