

Opt-in/out of ParentVUE Push Notifications

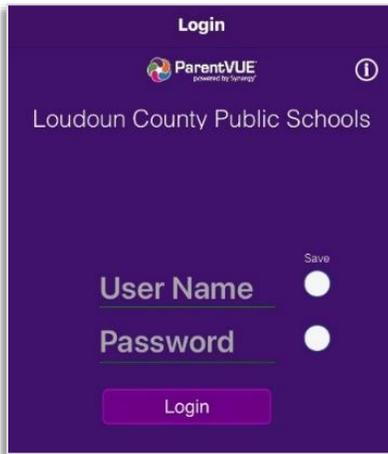
Parents may opt-in or opt-out of **push notifications** for Grade Book and Period/Daily Attendance information on Android devices. Completing this process enables push notifications for all your children enrolled in LCPS. **iOS devices disabled as of March 31, 2021.** Follow instructions on the next page to enable email notifications for Grade Book or Attendance.

LOGIN TO PARENTVUE

1. Open the ParentVUE app on your device.

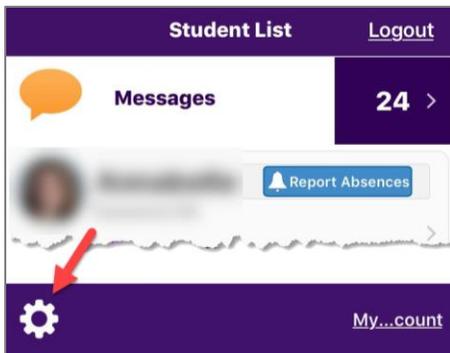


2. Enter your User Name and Password and tap **Login**.

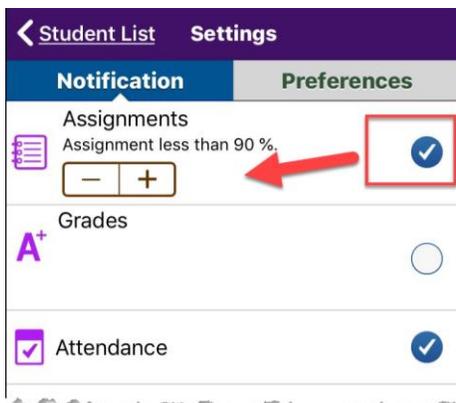


SELECT NOTIFICATIONS

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



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



ENABLE NOTIFICATIONS ON YOUR DEVICE

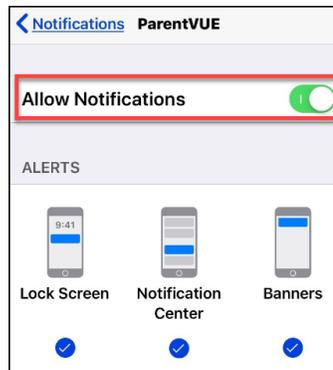
1. Open the **Settings** app on your device.



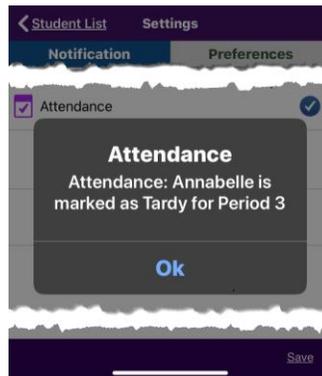
2. Tap **Notifications**.



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



4. You will now receive **Notifications** on your device.



➔ **Note: Push notifications are scheduled to run every 15 minutes, not immediately when attendance or grading information is entered by the teacher.**

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

Opt-in/out of ParentVUE Email Notifications

Parents may opt-in or opt-out of **emails** 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 PVUE MOBILE APP

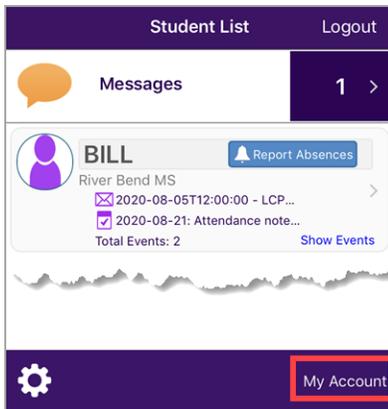
1. Open the ParentVUE app on your device.



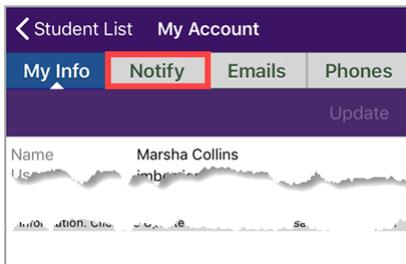
2. Enter your **User Name** and **Password** and tap **Login**.



3. Tap **My Account**.

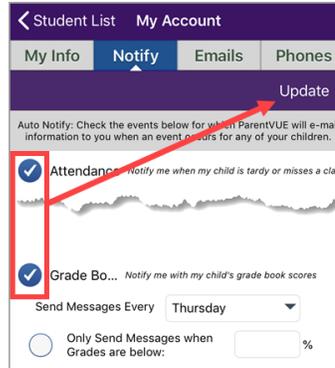


4. Tap the **Notify** tab.



CONFIGURE EMAILS PVUE MOBILE APP (cont.)

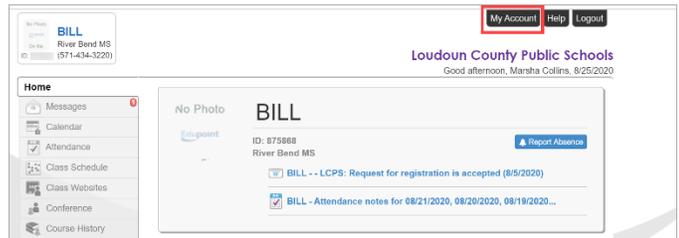
5. Select/deselect the **Attendance** and/or **Grade Book** options. If you choose the **Grade Book** option, select the day of the week you would like to receive the emails and an optional percentage grade threshold (emails will be sent only when grades are below this value).



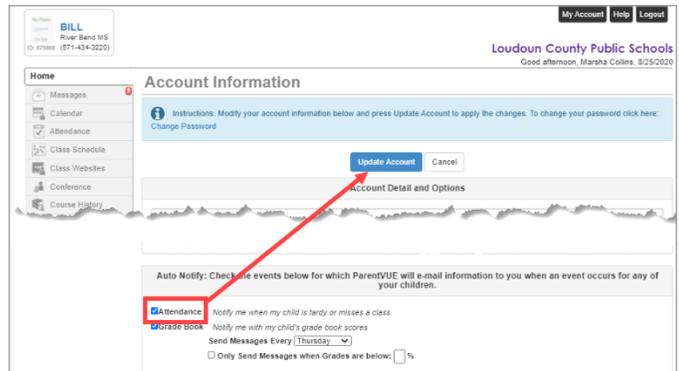
6. Tap **Update**.

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**.



ADDITIONAL INFORMATION

If you need help logging into or activating your ParentVUE account, please review these resources:

Other Help Options:

- [Resetting a ParentVUE Password](#) (PDF)
- [Activating a ParentVUE account](#) (PDF)