Office 365 Parental Opt-In

These directions explain how a parent who had previously selected Opt-Out can select the Office 365 Opt-In for his or her child.

1. Access the ParentVUE Login Page.
   b. Click on the Parents tab.
   c. Click ParentVUE Login Page.

2. Click I am a parent on the ParentVUE page.

3. Log in to ParentVUE with your User Name and Password.  
   Note: Use the links on the login window to reset your password or to get a list of ParentVUE Coordinators.

4. Click Select Child, and choose your Child’s Name at the top left corner of the screen.

5. Click on Office 365 Consent in the left sidebar.

6. Click on Office 365 Parental Consent under your child’s picture.
7. In the table that indicates the current status, **click** on the words **Opt-In**. A green check will appear by the words Opt-In. A new page will pop up with your child’s login information.

8. **Repeat** steps 4-7 for each child you wish to Opt-In.