Fairfax County PUBLIC SCHOOLS
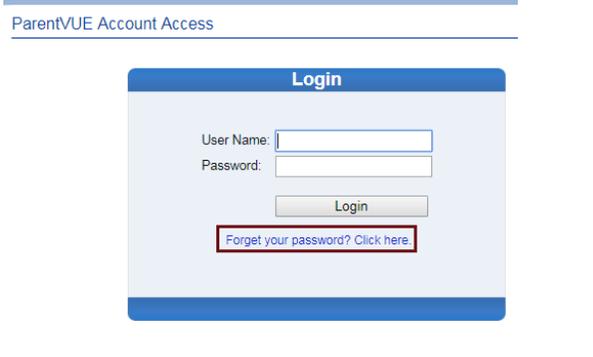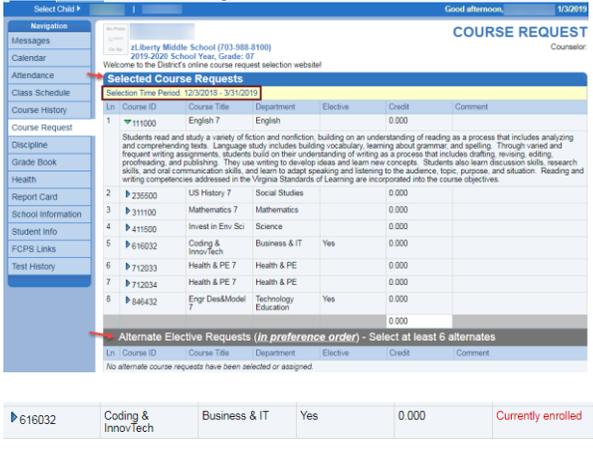ENGAGE • INSPIRE • THRIVE
SIS STUDENT INFORMATION SYSTEM

Online Course Requests
SIS Parent

This document will provide parents with information on the new online course request process for the upcoming school year. While students will be able to make course selections using their StudentVUE accounts, parents will be able to view these selections through their ParentVUE accounts. Each school will communicate their process and dates to students and parents.

How to:	Steps:
Create SIS Parent Account **SIS PARENT ACCOUNT REGISTRATION** Need a SIS Parent Account? **Registration Information**	• Provide your child's school with a primary email address to be entered in our Student Information System (SIS) • School will provide an activation key to create an account • Use the link below to activate SIS Parent account: https://www.fcps.edu/resources/technology/student-information-system-sis-fcps/sis-parent-account-registration *Note: How to Create an Account Videos are available in Arabic, English, Korean, Spanish, and Vietnamese to assist with the process*

Login to SIS Parent Account
 	
ParentVUE Account Access
 	
Login
User Name:
Password:
Login
Forget your password? Click here.
	• Once the Parent Account is created, login using the established user name (parent email) and password here: https://sisparent.fcps.edu/PVUE/login_parent_pxp_ovr2.aspx?regenerateSessionId=True
	• Parent may use a mobile device
	  ○ Directions for ParentVUE mobile app: https://www.fcps.edu/index.php/node/31843
	• Parent can request password reset by selecting the link **Forgot your password? Click here** (shown under the login button)
	  ○ A temporary password will be sent to the email provided to the school
	  ○ Do not see it? Check junk or spam folder

View Course Request	• When the course selection window is open, the "Course Request" tab will display on the left side bar, click to view your student's course selection
	• The yellow message will display the time frame course selection window will be open for students to make changes
	• The screen has 2 parts:
	  ○ Selected Course Requests
	  ○ Alternate Elective Requests
	• To view the course description, click the blue triangle to the left of course ID
	• If a **Credit** is indicated, the course is a high school credited course
	• The **Comment** field will show course that the student is currently enrolled if the student is taking the course in the current school year.
	Note: Follow school directions and deadlines

Questions or Concerns *Note: Selections may change after counselor has reviewed*	• Contact your school's counselor for assistance or questions • Electronic Form: https://itweb.fcps.edu/ParentView/index.cfm