

Online Registration Guide Coos Bay School District



2019-2020



Online Registration Guide

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Online Registration Information



If you are already an existing parent within the district, contact your school for your activation key.

- Online Registration is a self-guided process available for ALL grade levels each year.
- If you don't have access to a computer or internet, computers are available for registration at your child's school. Please call your child's school in advanced to make arrangements.
- If you have more than one child in school, you need only one account to update all their information.
- This verification process is designed to make sure Coos Bay School District (CBSD) has up-to-date information about your child(ren).
- **Non-Resident Students:** If you live outside of the district, contact the desired school before starting the registration process.
- Parents must have an email address to fill out online information. (Click here for PDF on how to set up an email account using Google)

PREPARE YOUR DOCUMENTS:

Once you have completed online registration, you **MUST** bring the below documents to the student's school. To make the online registration process smooth and convenient, please have the following information available when you finalize new enrollments at your school site.

- Child's Birth Certificate (or Passport/Visa or state-certified document) No Photocopies
 - Parent/Guardian Identification
 - Current Immunizations
 - Legal Documents (As necessary)
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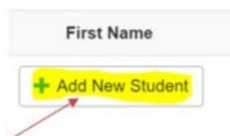
Currently have a ParentVUE Account

If you already have a ParentVUE account you can update your current student's information, as well as, register a new student.

- Go to: cbd9.net
- Go to the **Parents** tab and drop down to **Online Registration**
- Go to “**Current CBSD Family**” on the right side of the screen
- Click “**I am a parent**” and Login.
 - If you have forgotten your password, Click **Forgot Password**. A password reset will be sent to your email. If you are having trouble logging in, contact the school you are registered with.
- Once logged in, at the top right of the page, click **Online Registration**.



- You can click **Resume Registration** to edit your current students' information and/or add a new student to the current year enrollment or click **Start Over** to add a new student to the next school year.
 - From **Resume Registration**:
 - Click **Add New Student**
 - Enter in all required field locations, **Review** and **Submit**.



- From **Start Over**:
 - Select which school year you would like to enroll the student.
 - Click **Begin New Registration**
 - Enter in all required field locations, **Review** and **Submit**.



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To Activate a ParentVUE Account

If you have a student already enrolled at CBSD, but have not created a ParentVUE account, you will need an activation key from the school your already enrolled student is attending. Please contact your child's school to receive this key. **Note* You only need one account, even if you have children at different schools in the district, or are in enrolling a kindergartener for the first time.*

- Once you have the activation key go to: cbd9.net
- Under the **Parents** tab and drop down to **Online Registration**
- Click "Go to **Current or Returning CBSD Family**" on the right side of the screen
- Click "I am a parent" then "More options"
- Click "Activate Account"
- Click **I accept** to accept the privacy policy.
 - Enter in First name, Last Name, and Activation Key. Click Continue to Step 3.
 - You will need to create a User Name, Password, and Primary E-mail address.
 - Click Complete Account Activation.

- Go back to the ParentVUE webpage and log into your account using the credentials you just set created.
- Select the **Registration School Year**. Click **Begin New Registration**.
- Enter in all required field locations, **Review** and **Submit**.



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For New to the District Families*

*Follow these instructions if you've never had students in the Coos Bay Schools, including charter schools and alternative. If you had a student in Lighthouse or may have had a child in the CBSD at any point, contact your school FIRST to see if you have an old ParentVUE account. Each parent only needs one ParentVUE account, and you may just need to reactivate an old one.

To create a ParentVUE account go to: https://sis.coos-bay.k12.or.us/PXP2_OEN_Login.aspx
(Or cbd9.net > Parents > Online Registration > New to District)

- Click **More Options**
- Click **Create new account**
- Carefully answer the 3 questions. The last question may be a "Yes" if it is your first time you have ever requested access.

Please answer the following question(s) before proceeding.

Do you CURRENTLY have a student attending a school or school program within the Coos Bay School District? Yes No

Have you EVER had a student attend a school or school program within the Coos Bay School District? Yes No

Is this the first time you have ever requested access, or had access to an Online parent account in the Coos Bay School District? Yes No

[Continue](#) [Return to login](#)

Login

User Name:

Password: [Forgot Password](#)

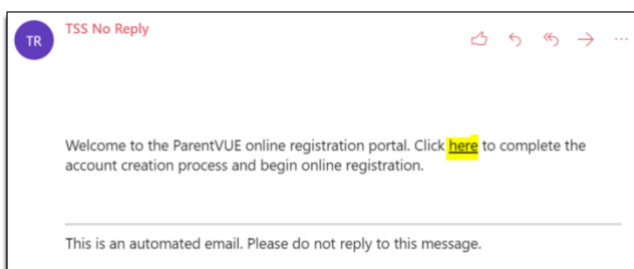
[Login](#)

[More Options](#)

[Create a New Account](#) [Forgot Password](#)

English | Español

- Click **I accept** to accept the privacy policy.
- Enter in First name, Last Name, and e-mail address, security characters and click **Continue to step 3**.
- You should get a Complete Account Creation message. You must go to your email and click the link to activate your account. Check your junk mail if you do not see it.



- When you click the link from the email you will be prompted to create your **User ID** and **Password**. (Be sure to keep this information available so that you can log into your account in the future.) Click **Save** and **Continue**.
- Select the Registration School Year. Click **Begin New Registration**.
- Enter in all required field locations, **Review** and **Submit**.



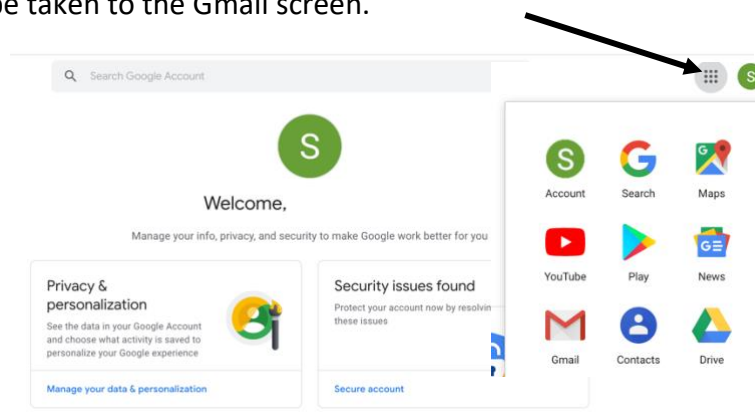
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How to Set Up an Email Account

Creating a Gmail (Google Email) Account For parents using online registration that do not have an existing email account.

- In a separate tab or browser window, go to the following page:
<https://accounts.google.com/SignUp?hl=en>

- You do not have to fill in Mobile phone or Your current email address, but Mobile phone is helpful in case they ever forget their account password.
- After the user has filled this out and clicked on the blue Next step button, Privacy and Terms are displayed. They need to click on the blue I AGREE button, and they will be presented with a Welcome screen.
- Click on the blue Continue button and you will be presented with a Google My Account screen.
- Click on the circle with 9 dots on the upper right (that the black arrow is pointing to), then click the Gmail and you will be taken to the Gmail screen.



- You need to leave this tab/window open, because when the user creates a ParentVue account it will send them an email that they need to open before they can continue.