SASED - Synergy Online Registration for Current Parents/Guardians

Welcome to the SASED Online Registration process!



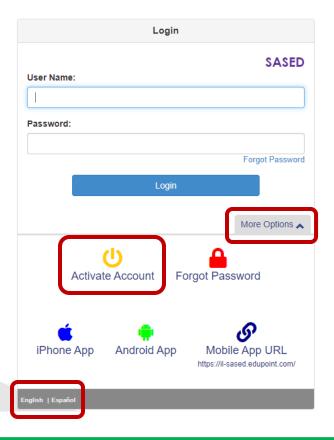
Please contact your student's program if you have not received your Activation Key.

Activate Your Account

To register a student, you will first need to activate your account.

- Navigate to the ParentVUE and StudentVUE Access screen at https://il-sased.edupoint.com/PXP2_Login.aspx.
- Click I am a SASED Parent / Guardian.
- If you do not have an email address and were provided with a User Name and Password, enter them here and click Login.
- If you received an **Activation Key**, click on **More Options** to expand the menu, if needed.
- Then click Activate Account.

ParentVUE Account Access

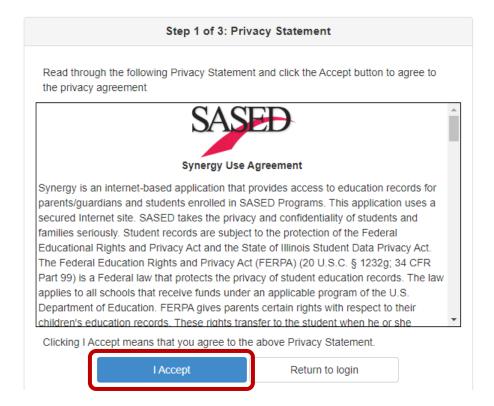




Online registration is currently available in English and Spanish.

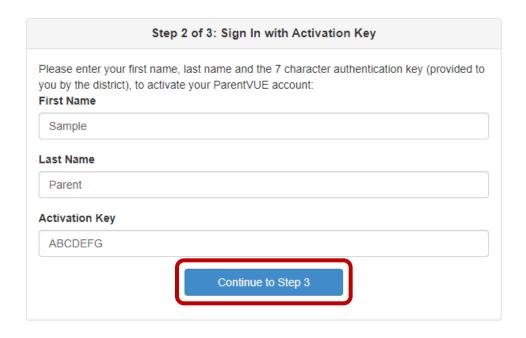
• After reviewing the Privacy Statement, click I Accept to continue.

Parent Account Activation



• Enter your **First Name**, **Last Name**, and the seven-character **Activation Key** provided by your program. Click **Continue to Step 3** to finalize your activation.

Parent Account Activation



 Enter a User Name, Password, and a Primary Email address. Then click Complete Account Activation.

Complete Account Activation



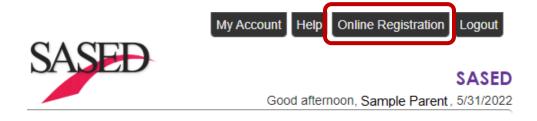


If you do not have an email address, please contact your program, or call Pamela Sudds at 630-955-8108 to request the creation of a User Name and Password.

Register Students

After activating your account, you will be taken to the ParentVUE home page.

• Click the Online Registration button in the upper right corner to access the registration screen.

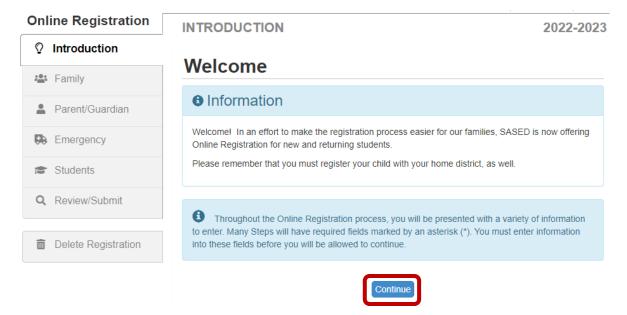


• Click **Begin New Registration** to start the registration process.

You will be entering information for 2022-2023 Online Registration

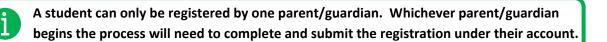
Begin New Registration >

• On the Welcome screen, click **Continue**.

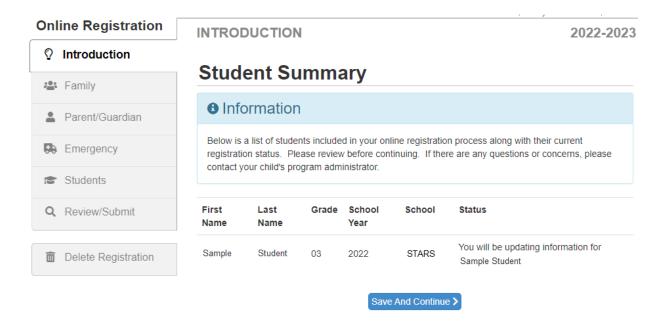


• The following notification will display on the Welcome screen if another parent/guardian has already started the registration for the student under their account.





On the Student Summary screen, click Save and Continue.



The following notification will display on the Student Summary screen if another parent/guardian
has already started the registration for the student under their account. The parent/guardian listed
will need to complete and submit the registration.

First Name	Last Name	Grade	School Year	School	Status
Sample	Student	03	2022	STARS	An application has already been started by Other Parent

• Enter your **Electronic Signature** to indicate you are the account holder and are authorized for student registration. Enter your name, then click **Save and Continue**.



The Electronic Signature must exactly match the name you used to create your account.

Signature

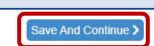
Signature

Please enter your first and last name below. The name entered must match the name used to create your account.

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic

Sample Parent



Follow the instructions and prompts to complete the registration.

Please be aware of the following as you navigate through the sections and screens:

• A red asterisk (*) indicates required information.

First Name *	Sample
Middle Name	
Last Name and Suffix *	Parent

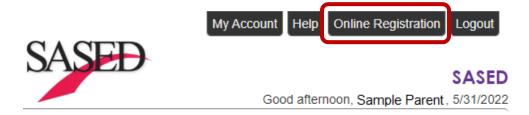
• A progress bar displays at the top of the screen as you advance through each section.



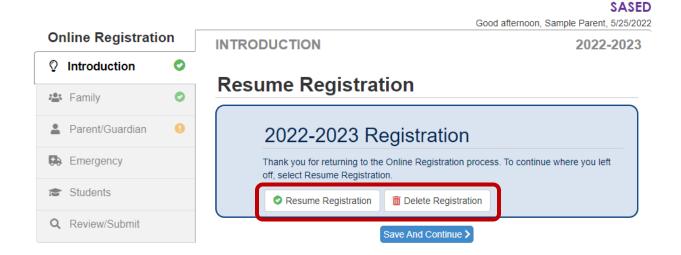
• Completed sections display a green check mark in the navigation menu. Incomplete sections display a yellow exclamation mark.

Online Registration Online Registration Introduction Family Parent/Guardian

• Online registration automatically saves the information you have entered if you stop the registration process and log out. Upon logging back in, click the **Online Registration** button in the upper right corner of the screen to return to the registration process.



• You will then have the option to click on **Resume Registration** or **Delete Registration** and start over.

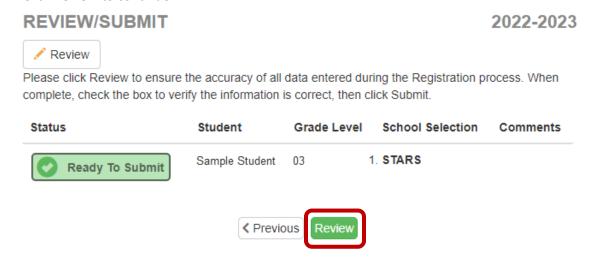


The following options display on the Parent/Guardian, Student, and Emergency Contacts screens:

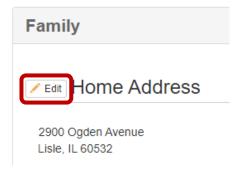
- Click on an **In Progress** tab, noted with the yellow exclamation mark, in the navigation menu to enter missing information for that section.
- Click **Edit** to edit the information.
- Click **Delete** to delete an entry from the registration.
- Click Add New Parent/Guardian, Add New Student, or Add New Contact to add another person's information where applicable.
- Drag and drop the Emergency Contacts in the order in which you want them to be contacted.
- Click Save and Continue to move to the next screen.

Once you have completed all the registration screens, you will be prompted to review the information before submitting.

Click Review to continue.

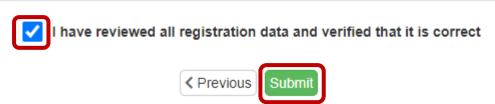


Scroll down to see the information you have entered. To change an entry, click Edit.



After updating the information, click Save and Return to be brought back to the Review screen.

• Once you have determined all the information is correct, scroll to the bottom of the Review page, check the box indicating the registration data is correct, then click **Submit**.



After submitting the completed registration, you can check the status by navigating back to the **ParentVUE** and **StudentVUE** Access screen at https://il-sased.edupoint.com/PXP2_Login.aspx and logging in using the User Name and Password you created. The **Status of Recent Registration Activity** screen will show your submitted registration(s) and the current status.

STATUS OF RECENT REGISTRATION ACTIVITY

