

PARENT REGISTRATION INSTRUCTIONS

For Assignments-Online

SCHOOL CODE: _____

1. Go to www.virtualed.org
2. Click on **“Parent Registration.”**
3. You will see a privacy agreement written out in detail. Scroll to the bottom and click on, **“I agree.”**
4. Fill in **all** the information on the **“Parent Sign-Up.”**
 - a. Enter the **School code** found at the top of this sheet.
 - b. Enter the email address where you want to receive the assignments: home or work.
 - c. You may create a VirtualEd email address if you like. This is not necessary if you already have an email address.
 - d. If you are signing up for your student they may also get an email address here.
 - e. If you select to create a VirtualEd Email address the screen will change. Now enter in a user name. Your email address will be the users name@members.virtualed.org. VirtualEd Email clients may login just using your user name and password. You may retrieve your email two different ways. Once you log in you will notice on the upper left hand side of you parent page it will say **“Email login”** Select that button and your email account will automatically open. The other way to login to your email is go to www.virtualed.org and press email login. Here you must type your whole email address to open your email.
 - f. The telephone and address fields are for your home address.
 - g. Choose and enter a password that is easy for you to remember.
 - h. If you are a student put a checkmark in the Student box
 - i. Then click on submit.
 - j. Now you are ready to login

“Login”

- a. Type in your user name. After you login you may choose to change your user name. This is done in your **“Account Tools”** section.
- b. Type in your password

“Manage Class Subscriptions”

- a. Select the box next to your child’s classes and then select save.

“Calendar.”

- a. When the calendar appears, you may use the “drop down” box to choose the class that you would like to see OR you can choose **“all classes.”**
- b. Immediately under that is a row of options you can choose to see on your calendar: assignments, tests, projects, class announcements, school announcements, and holidays. Check the ones that you would like to see.
- c. To View the details of an assignment on the Calendar, Click on any assignment. A new screen will appear that gives the details of the assignment.

“E-Mail the Teacher”

- a. If you would like to email a teacher, click on their name in the “Class Subscriptions” section. An Email form will appear.

“Class Description”

- a. Click on Description to see a description of the class, syllabus, and teacher e-mail address.

“Class”

- a. This feature allows you to sort assignments by class, due date and assigned date.

If you have questions, click on **“Help”** on the left navigation bar where additional information is available.