

## How to Use CTLS Parent App

First, **download the “CTLS Parent” mobile app** from the App Store or Google Play Store.

1. Open the app and sign in using your ParentVUE username and password.

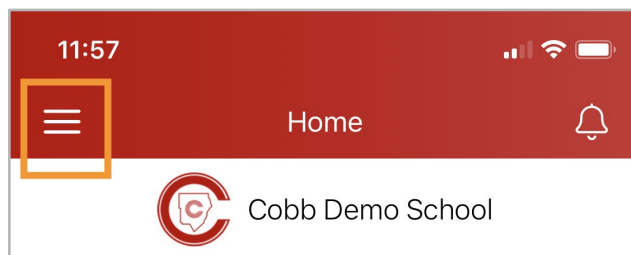


A screenshot of the CTLS Parent App sign-in screen. At the top, there is a dark red header bar with the text "Cancel" on the left and "Sign In" on the right. Below the header is a white area containing the COBB COUNTY SCHOOL DISTRICT logo (a red circle with a white outline of Georgia and a red 'C') and the text "COBB COUNTY SCHOOL DISTRICT" in bold red. Below the logo is the slogan "ONE TEAM. ONE GOAL. STUDENT SUCCESS." in bold red. Underneath is a light gray bar with the text "Use your ParentVUE username and password" in italics. Below this are two input fields: "Username" and "password". At the bottom of the screen is a dark red bar with "Sign In" in white. Below that is a light gray bar with "Forgot Password?" in red. At the very bottom is a white bar with "Don't have ParentVUE Account?" in red.

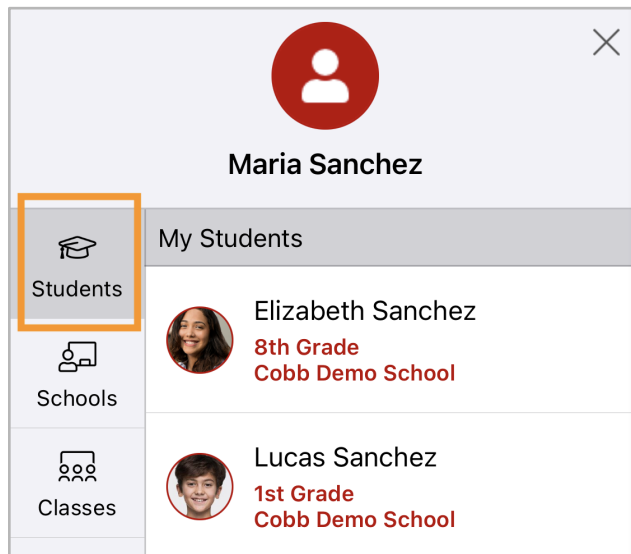
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### View Children Associated with Your CTLS Account

1. From home, tap the **three horizontal bars** at top left.

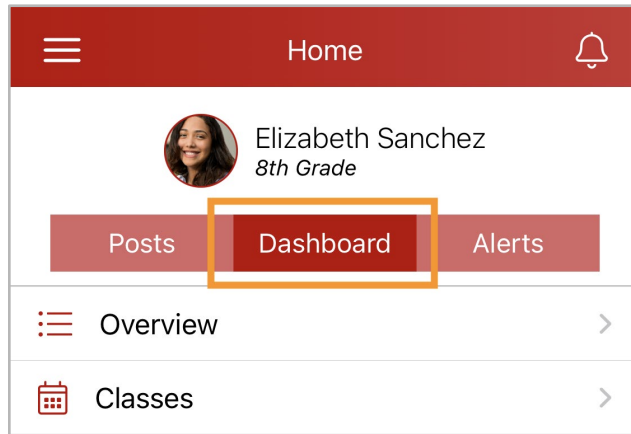


2. Select **Students** in the left column.
3. Select a student to see their individual information.



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4. Tap **Posts**, **Dashboard** or **Alerts**. Under Dashboard, select **Overview** or **Classes**.

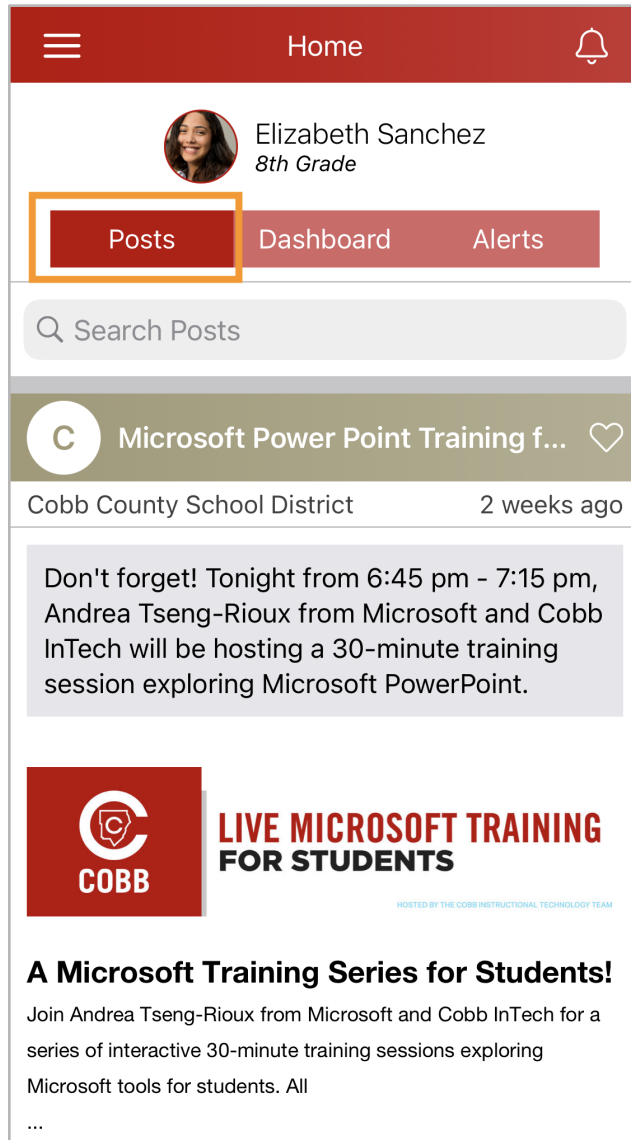


### The Post Tab

1. You can view posts for all your children in the main feed, or select an individual student to view only their feed.

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2. Scroll to read the posts or use the search bar.

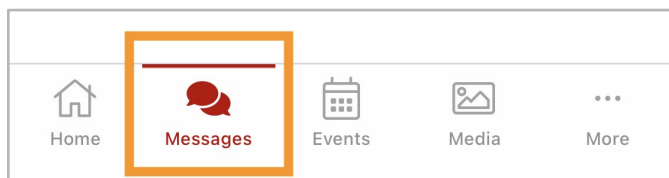


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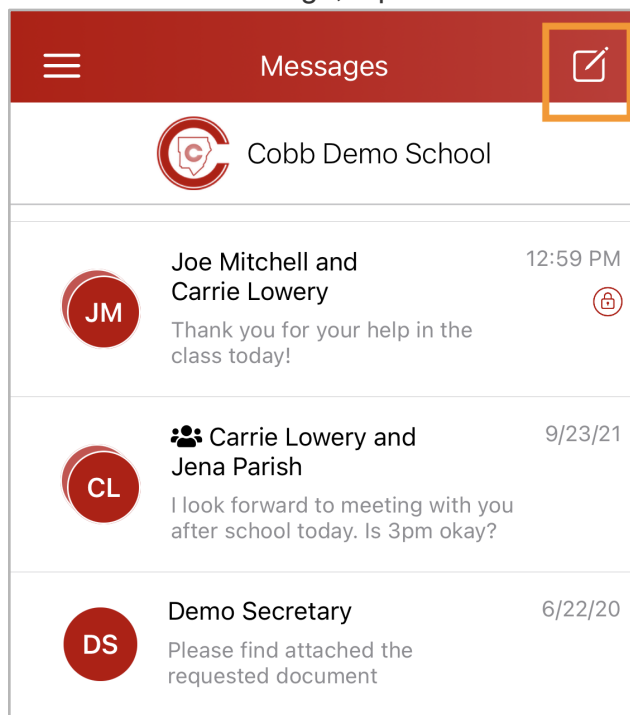
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### The Messages Tab

1. Check student/school name at top and if you need to switch, tap the **triple bar menu** at top left, select **Students** or **Schools**, then specific student or school.
2. Tap **Messages** icon at the bottom.



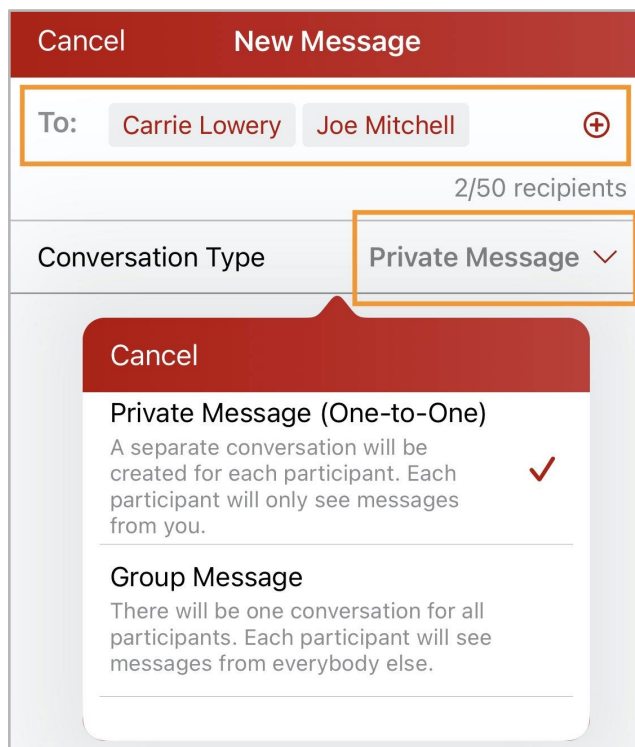
3. The most recent message received in a conversation, and the name(s) of the people in the conversation are displayed. Tap the message to see entire conversation.
4. To start a new message, tap the **write icon** in the upper right.



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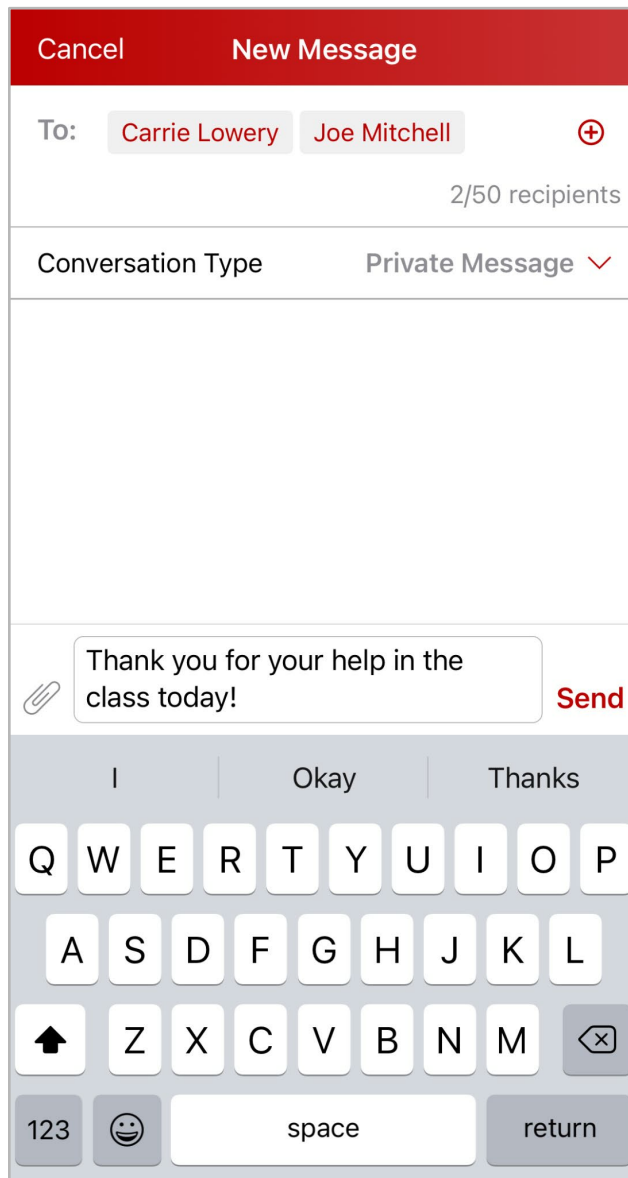
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5. Enter the first 3 letters of a name and select name. Or, tap + to choose from a quick select list of names.
6. Send as Private Message or choose Group Message (if sending to more than one recipient.)



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7. Type message and tap **Send**.

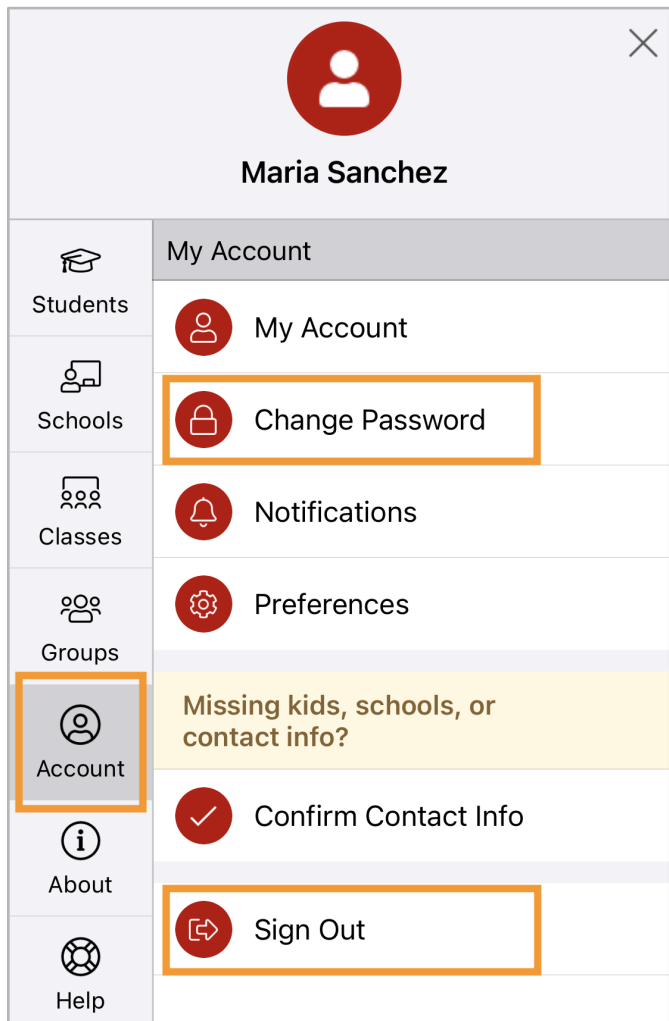


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## How to Use CTLS Parent App

### How to Change Your Password or Sign Out

1. When you are signed into your account, tap the **triple bars** in upper left.
2. Select **Account**.
3. Select **Change Password** or **Sign Out**.





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4. Check your email or text messages for the verification code. Enter the six digit code into **Reset Password Code** and tap **Verify**.
5. Follow the instructions to enter new password.