# How Parents Change Student Office 365 Permissions in ParentVUE

These directions outline how parents can change their child's Office 365 permissions using ParentVUE.

Note: In order to access ParentVUE, the enrolling adult must have previously obtained login credentials from the local school. This must be done in person and requires photo ID.
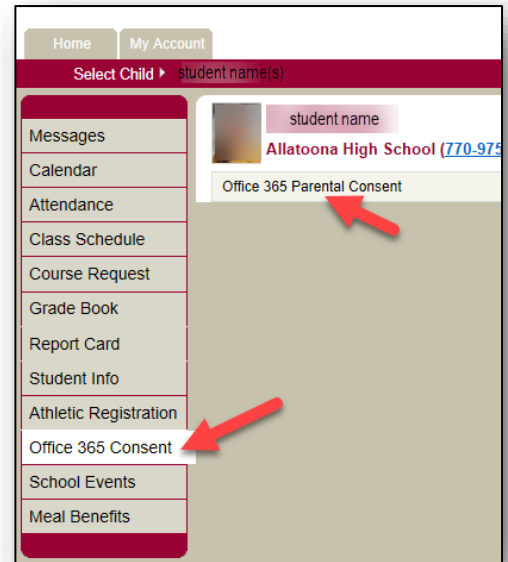
1. Go to www.cobbk12.org.

2. Click the **Parent** drop-down menu and select **ParentVUE Login Page**.
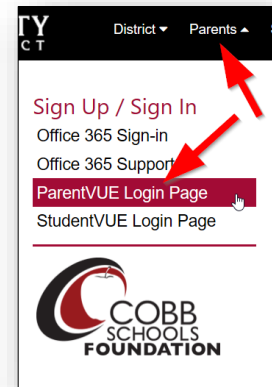
3. Click **I am a parent** button.

4. Enter your **parent login credentials**.

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5. On the menu on the left side of the ParentVUE page, click **Office 365 Consent**.

6. A link for Office 365 Parental consent will appear. Click the **link** provided.

7. The student's Office 365 username and password information will appear near the top of the web page.

8. A link to change Office 365 Permissions will also appear on the same page directly below the Microsoft Office icons.

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