

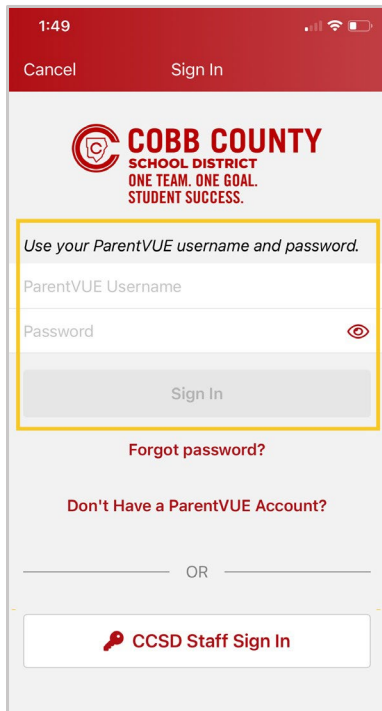
How to Use the CTLS Parent App

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



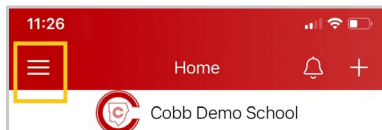
1. Open the app and sign in using your ParentVUE username and password.

***Non-enrolling adults with Ed Rights can create a CTLS Account by selecting, “Don’t Have a ParentVUE Account?”**

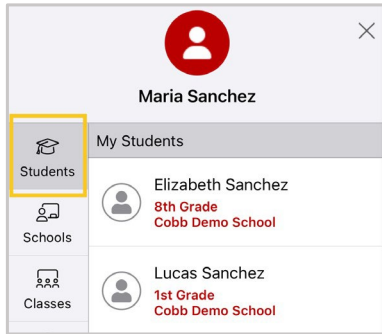


View Children Associated with Your CTLS Account

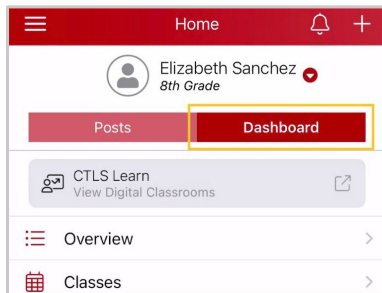
1. From home, tap the **three horizontal bars** at top left.



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

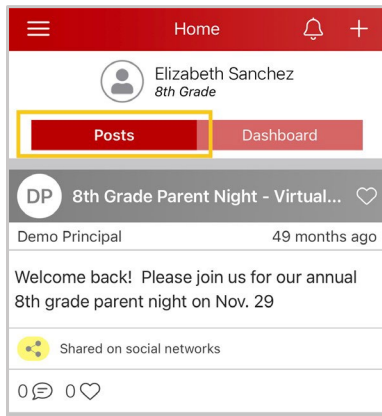


4. Tap **Posts** or **Dashboard**. Below **Dashboard**, select **Overview** or **Classes**.



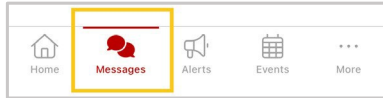
The Post Tab

1. You can view posts for all your children in the main feed, or select an individual student to view only their feed.
2. Scroll to read the posts or use the search bar.

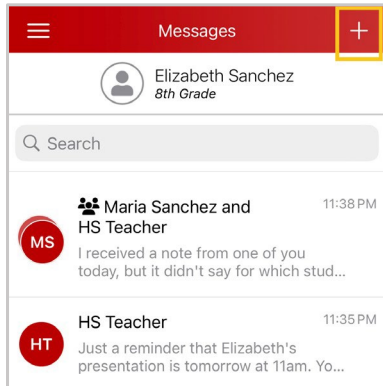


Direct Messages

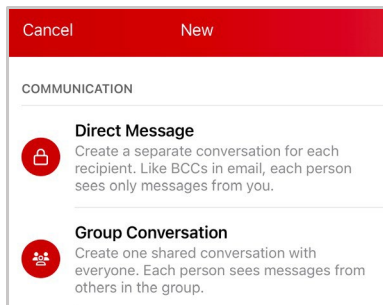
1. Check student/school name at top and if you need to switch, tap the **three horizontal bars** at top left, select **Students** or **Schools**, then specific student or school.
2. Tap the **Messages** icon at the bottom.



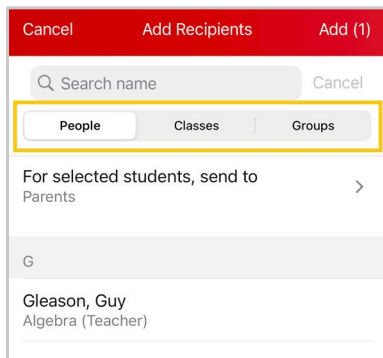
3. The most recent message received in a conversation and the name(s) of the people in the conversation are displayed. Tap the message to see the entire conversation.
4. To start a new message, tap the + (plus sign) in the upper right.



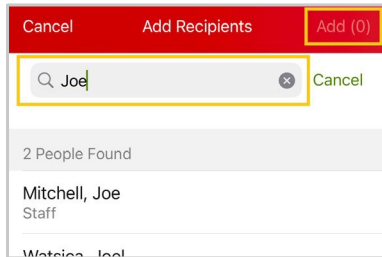
5. Select **Direct Message** (for private messages) or **Group Conversation** (conversation with all).



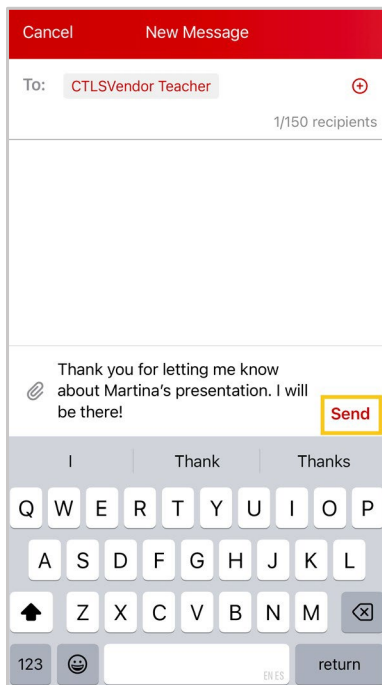
6. Select **People**, **Classes** or **Groups** and choose name(s) from the list below. Classes and Groups will add everyone in the class or group. Tap **Add** in the top right corner.



Use search to find a person. Enter the first 3 letters of a name and select the name. Tap **Add** in the top right corner.

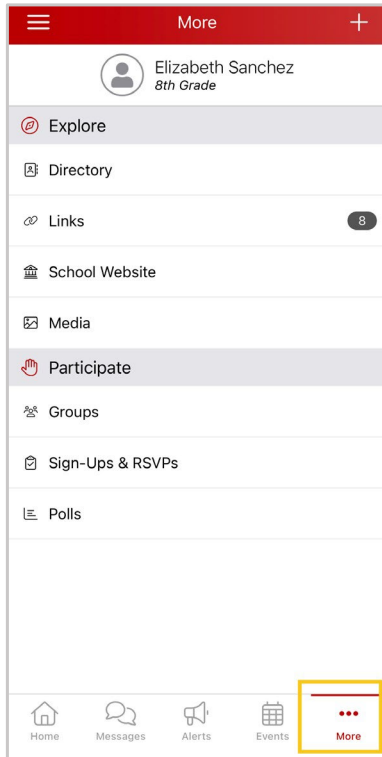


7. Write your message and tap **Send**.



More: Explore and Partipate

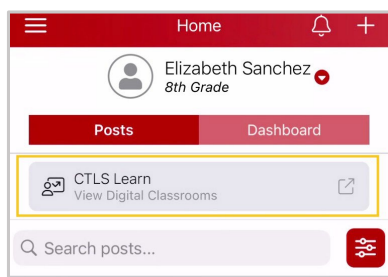
1. Tap the **More** icon at the bottom.
2. Tap to see Directory, Links, School Website, Media, Groups, Sign-Ups & RSVPs and Polls.



How to View Your Student’s Digital Classroom

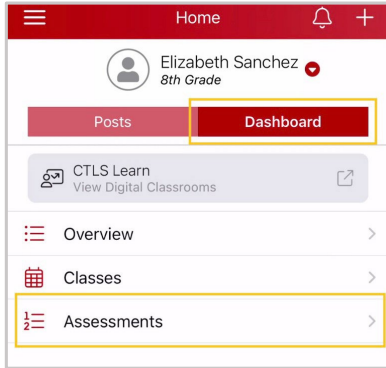
This feature provides one digital classroom for students by blending the best elements of the traditional classroom and the modern tools which enable success for every student.

1. Tap **CTLS Learn** – View Digital Classrooms.



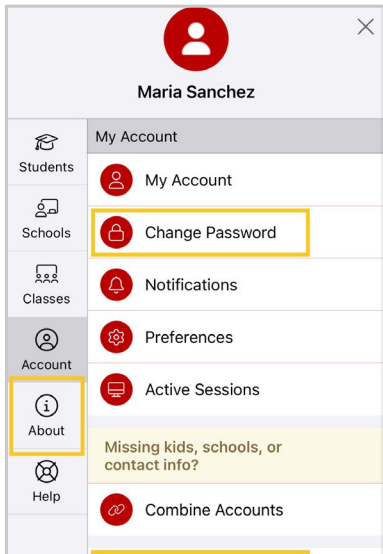
How to View Student Assessments

1. Tap **Dashboard**.
2. Tap **Assessments**.



How to Change Your Password or Sign Out

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



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 a new password.