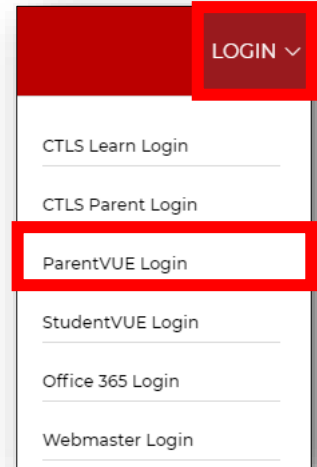


How Parents Change Student Microsoft 365 Permissions in ParentVue

These directions outline how parents can change their child's Microsoft 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 **Login** menu and select **ParentVUE Login**.



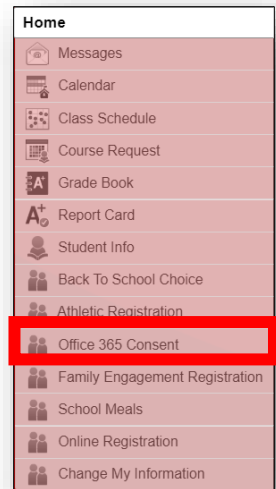
3. Click **I am a parent** button.



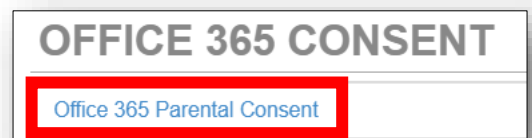
4. Enter your **parent login credentials**.

A screenshot of the ParentVUE login page. The page has a white background with a grey header bar containing the word "Login". Below the header, there are two input fields: "User Name:" and "Password:". To the right of the password field is a blue link that says "Forgot Password". Below the input fields is a blue "Login" button. Underneath the button, there is a line of text: "For support, or a list of ParentVUE coordinators, click here." At the bottom right of the form area, there is a "More Options" button with a downward arrow. At the very bottom of the page, there is a small link for "English | Español".

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 Microsoft 365 username and password information will appear near the top of the web page.
8. A link to change Office 365 Permissions will appear on this page.

A screenshot of the "OFFICE 365 FOR CCSD STUDENTS" page. At the top left is the "ONE TEAM ONE GOAL" logo. The main heading is "OFFICE 365 FOR CCSD STUDENTS". Below this, the text "Your child's Office 365 account username is: @students.cobbk12.org" is highlighted with a red box. A yellow banner states: "Your child's password is the same password used on a Cobb County School District computer." Below this are instructions to follow simple steps to begin using the account. A list of three steps is provided. Below the list are icons for Word, Excel, PowerPoint, and OneNote. A red box highlights the text: "Should you decide to change your Office 365 and OneDrive selection, please click on the following link: Click Here". Below this is a link for additional assistance and a link to watch a video. At the bottom, there are six feature tiles: "Save files to the Cloud! 1 TB of Storage", "Accessible from ANY Device! with internet access", "COLLABORATE on school work! with Peers & Teachers", "FREE for ALL Cobb County Students!", "Build Skills Excel to our Digital World!", and "Use COOL NEW Apps! Share OneNote and more..."