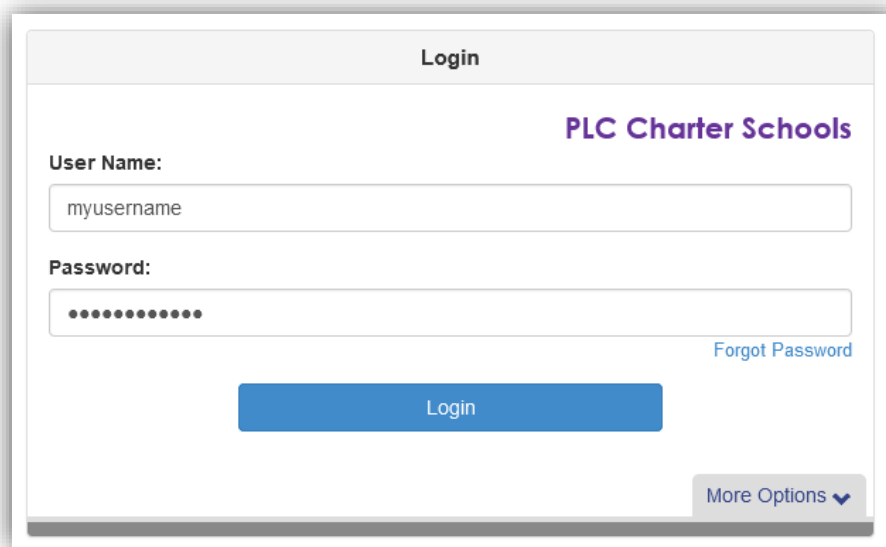


# Updating Contact Information with ParentVUE

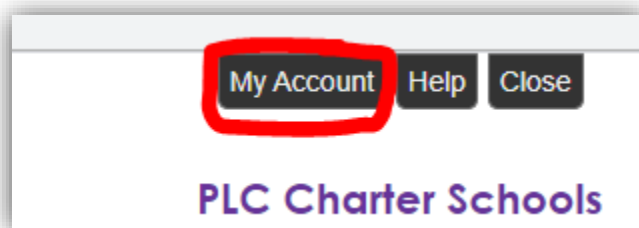
During this time of school closure, it's very important that we have the correct contact information. We use the contact information from ParentVUE to send out automated phone calls, texts, and e-mails. Please log into ParentVUE and review your contact information and make sure it is correct. If you do not have access to ParentVUE, e-mail [office@plccharterschools.org](mailto:office@plccharterschools.org) with your name and your student(s) name(s).

1. Go to [https://plc.apsc.org/PXP2\\_Login\\_Parent.aspx](https://plc.apsc.org/PXP2_Login_Parent.aspx)
2. Enter your **User Name** and **Password**, then click **Login**.



The screenshot shows a login form titled "Login" for "PLC Charter Schools". It features two input fields: "User Name:" with the text "myusername" and "Password:" with masked characters. A "Forgot Password" link is located to the right of the password field. A blue "Login" button is centered below the fields. In the bottom right corner, there is a "More Options" button with a downward arrow.

3. Click on the **My Account** tab.



4. In the **Auto Notify E-Mail** section, add as many as six e-mail addresses to be used for notifications. You do not need to verify the e-mail address (they can remain "**Unverified**").

**Auto Notify E-Mail: Enter the e-mail addresses (primary is required) 1**

Primary Email: [redacted]@hotmail.com [?] Unverified ▾

Email #1: [redacted]@gmail.com [?] Unverified ▾

Email #2: [ ] [?] Unverified ▾

Email #3: [ ] [?] Unverified ▾

Email #4: [ ] [?] Unverified ▾

Email #5: [ ] [?] Unverified ▾

5. In the **Phone Numbers** section, make sure that the **Contact** box is checked for any and all phone numbers you want used for notifications. If you want any phone numbers added, please e-mail [office@plccharterschools.org](mailto:office@plccharterschools.org) with your name, your student's name(s), the phone number(s) you would like added, and what type of number(s) they are (Cell, Home, or Work).

Phone Numbers				
Delete	Primary	Type	Phone	Extension
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cell	602-441-[redacted]	