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.*

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.
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.