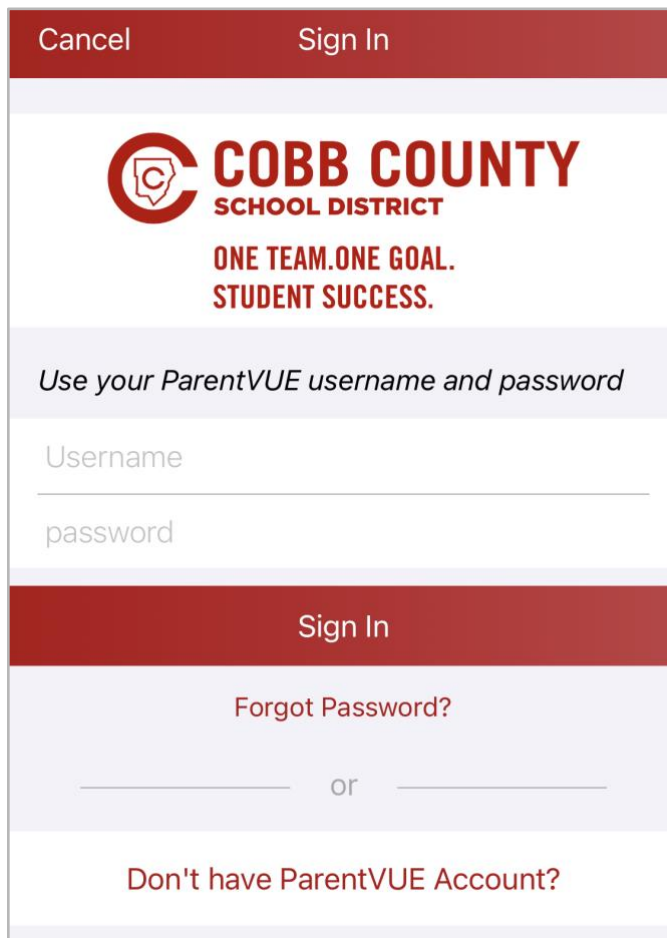# How to Use CTLS Parent App

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

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

   ***CCSD Staff and non-enrolling adults with Ed Rights can create a CTLS by selecting "Don't have ParentVUE account?**
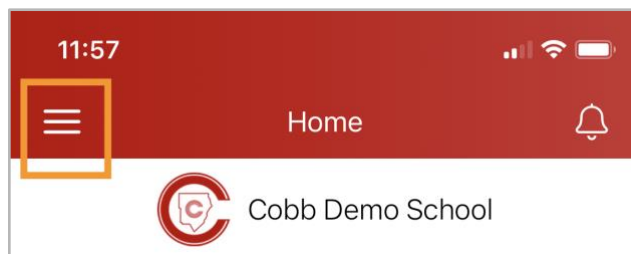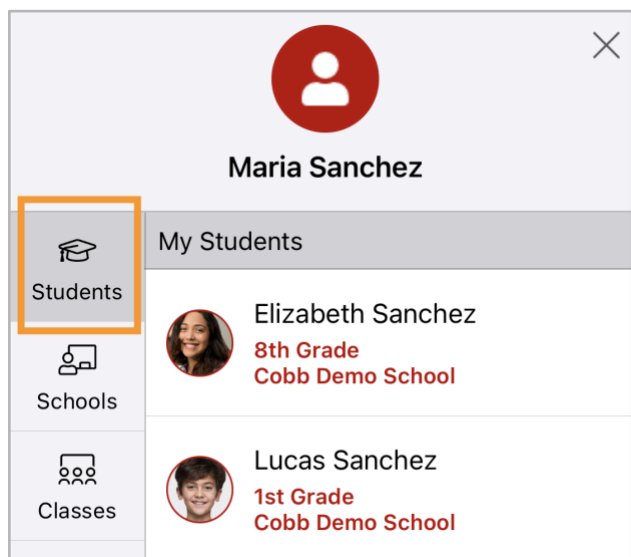
View Children Associated with Your CTLS Account

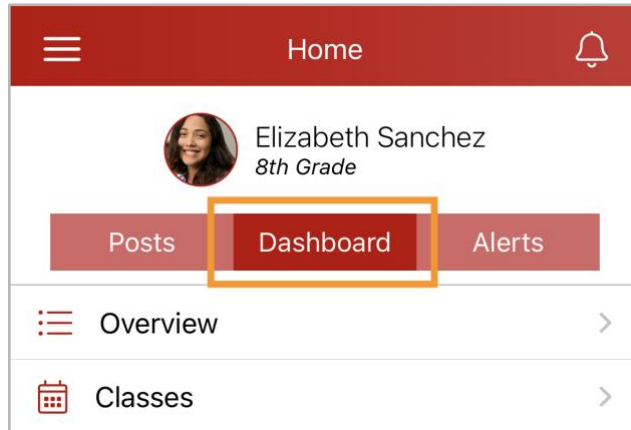1. From home, tap the **three horizontal bars** at top left.

2. Select **Students** in the left column.
3. Select a student to see their individual information.
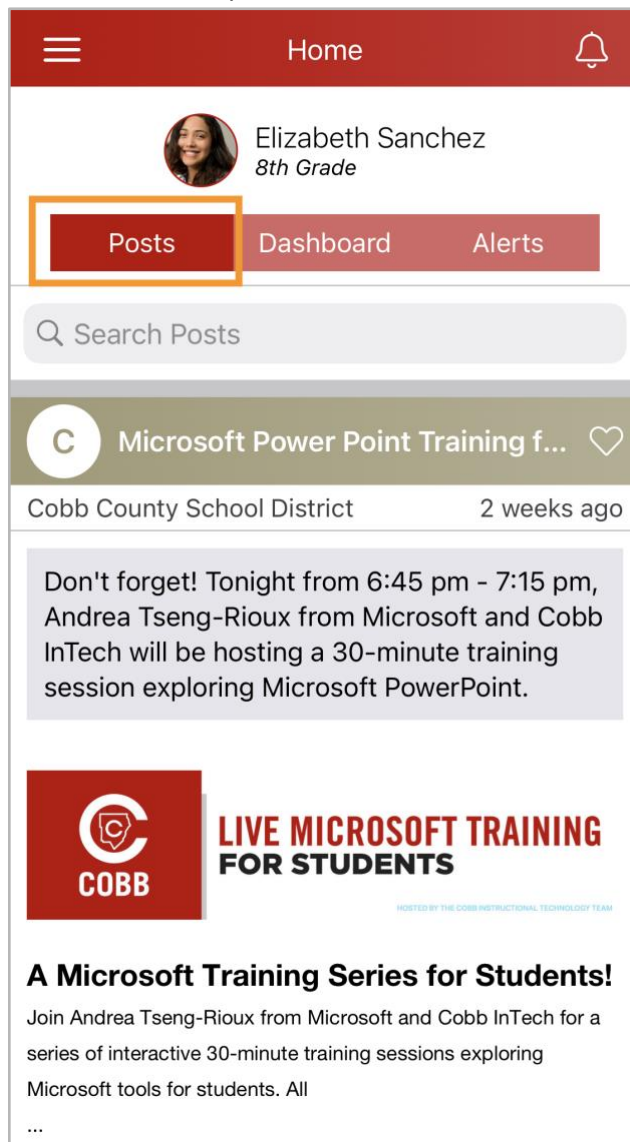
How to Use CTLS Parent App

4. Tap **Posts, Dashboard** or **Alerts**. Under Dashboard, select **Overview** or **Classes**.
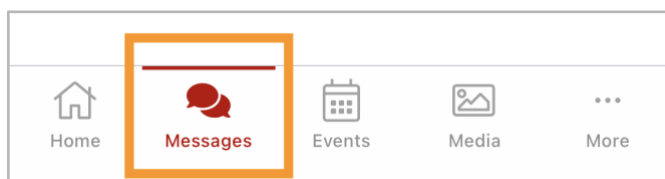
How to Use CTLS Parent App

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.

How to Use CTLS Parent App

The Messages Tab

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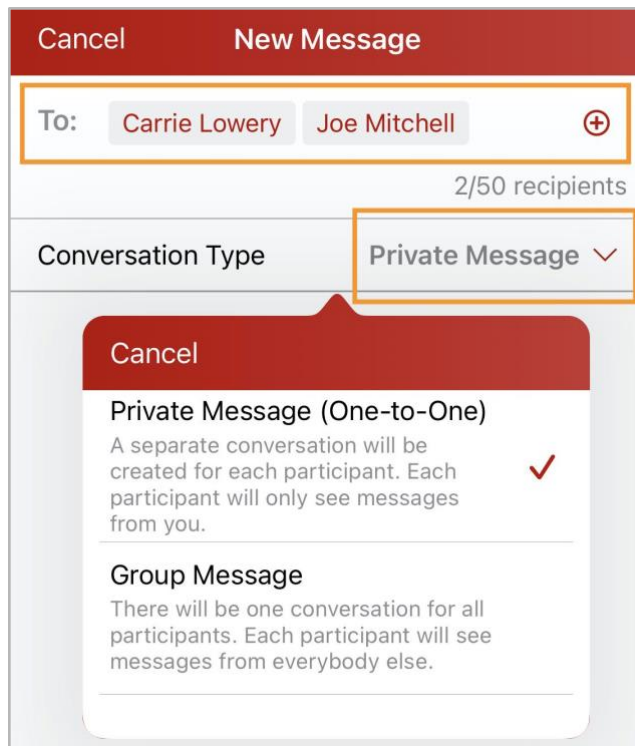2. Tap **Messages** icon at the bottom.

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 entire conversation.
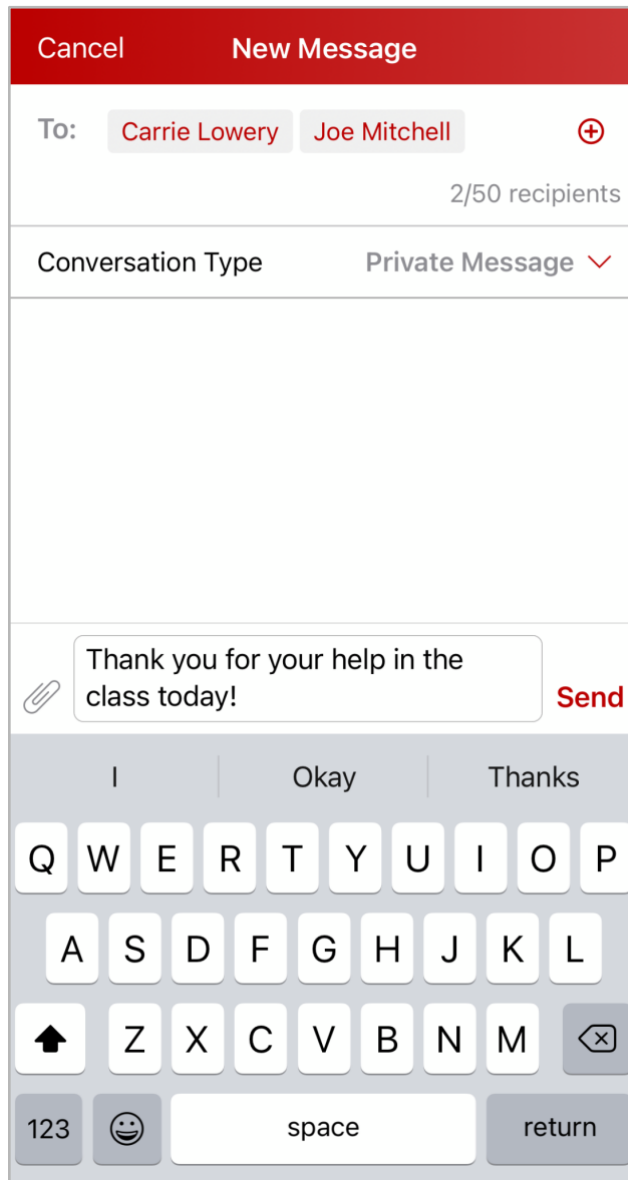4. To start a new message, tap the **write icon** in the upper right.

5. Enter the first 3 letters of a name and select name. Or, tap **+** to choose from a quick select list of names.
6. Send as Private Message or choose Group Message (if sending to more than one recipient.)
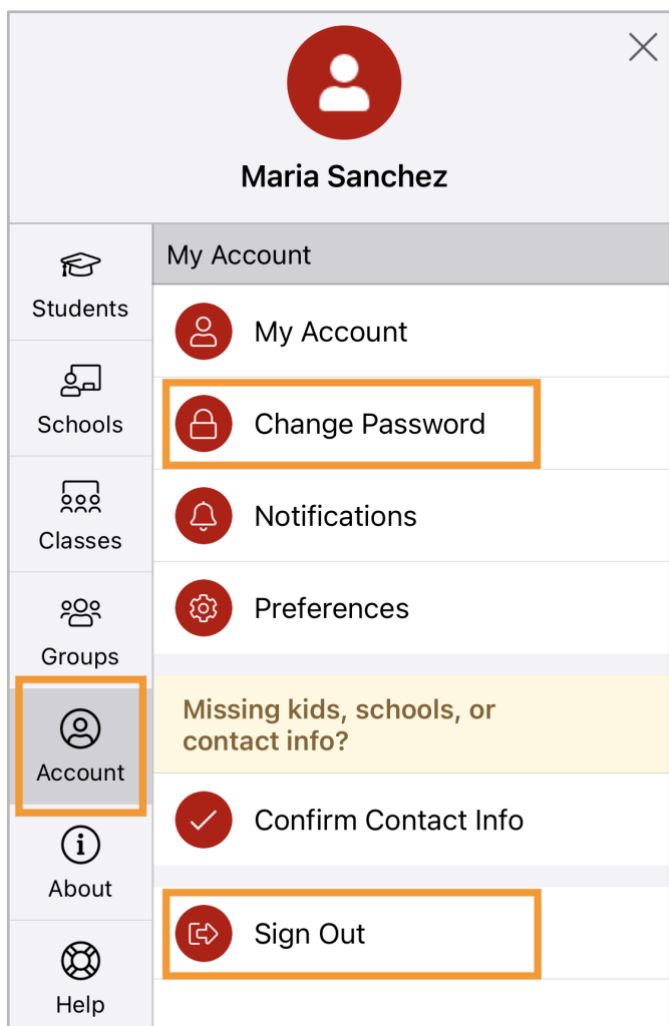
7. Type message and tap **Send**.

How to Use CTLS Parent App

How to Change Your Password or Sign Out

1. When you are signed in to your account, tap the **triple 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 new password.