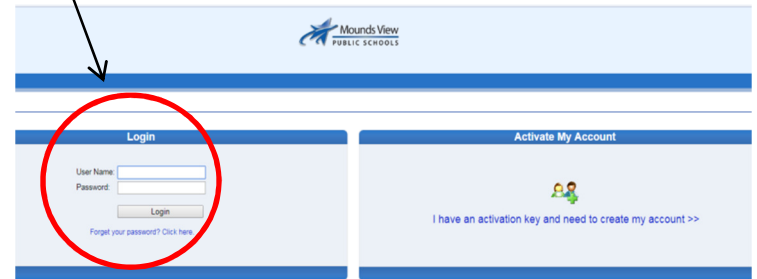


Parent/guardian will log in to their online ParentVUE and Feepay account to register and pay for the PSAT/NMSQT exam.

1. Go to www.moundviewschools.org and click on the ParentVUE icons (under “District Links” on the left side of the page). Google Chrome or Firefox are the preferred web browsers, avoid Internet Explorer whenever possible.
2. Click on “I am a Parent” and enter your user name & password.

District links

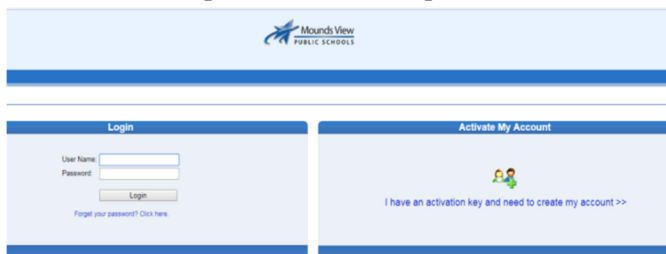


If you currently do not have a ParentVUE account, contact the front office at school or email assessment@moundviewschools.org for an activation key.* Please include your student’s name when making this request. This information will be sent to you via e-mail.

3. Login to your ParentVUE account.
4. In ParentVUE, select the student you are registering for the PSAT exam.
5. Select “FeePay Information” (on the left side of the page).
6. Click on FeePay link (under student name/picture).
7. Click on Activities (in toolbar) or Activities/Transportation icon.
8. Find and select the “PSAT/NMSQT Exam 10/16/19” activity and complete information on the form.
9. Submit the form.
10. “Add to Cart” (*this step is mandatory to complete the registration*).
11. Proceed to “check out” at the top of the page and process your payment.**
12. Enter your e-mail address if you would like confirmation sent to you (recommended, but not required).

***For parents setting up a new ParentVUE account:**

In step 2 above select “I am a Parent” then “I have an activation key and need to create my account.” Follow the instructions to complete the next 3 steps to activate the account.



If you have any questions or need support with the registration process, contact the district Assessment Office at 651-621-6043 or email: assessment@moundviewschools.org

** Payment is required to complete the registration process. If you qualify for the free/reduced lunch program, the amount due should show as zero when you “check out”. **Please note that you must complete the check-out process whether or not a fee is due or your registration will be incomplete.**