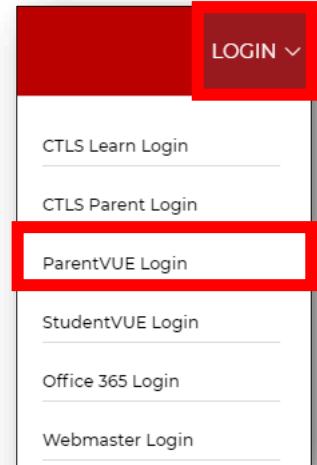


How Parents Change Student Office 365 Permissions in ParentVue

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.*

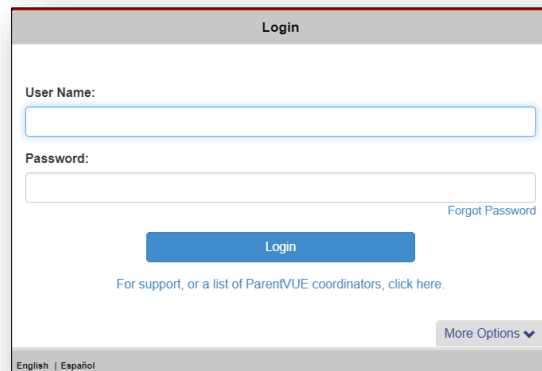
1. Go to www.cobbk12.org.
2. Click the **Login** menu and select **ParentVUE Login**.



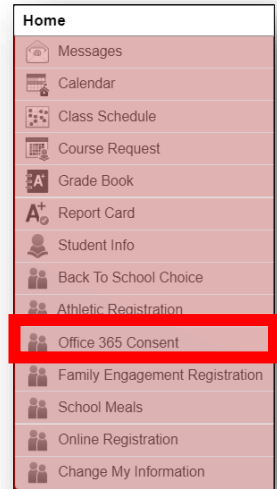
3. Click **I am a parent** button.



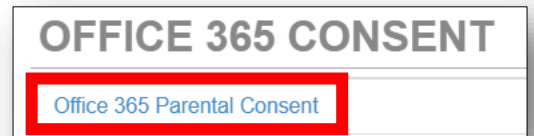
4. Enter your **parent login credentials**.



- On the menu on the left side of the ParentVUE page, click **Office 365 Consent**.



- A link for Office 365 Parental consent will appear. Click the **link** provided.



- The student's Office 365 username and password information will appear near the top of the web page.
- A link to change Office 365 Permissions will appear on this page.

A screenshot of a webpage titled "OFFICE 365 FOR CCSD STUDENTS". At the top left is the "ONE TEAM ONE GOAL" logo. Below the title, there is a red box around the text "@students.cobbk12.org". A yellow box highlights the text "Your child's password is the same password used on a Cobb County School District computer." Below this, there are three numbered steps for getting started. A red box highlights a link that says "Should you decide to change your Office 365 and OneDrive selection, please click on the following link: Click Here". At the bottom, there is a row of 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 in our Digital World!", and "Use COOL NEW Apps! Share OneNote and more...".