

Online Enrollment

1. Go to our district website www.tuhsd.org
2. Under “Quick Links” you will find the sections that says “Parents”.
3. Hovering over parents it will allow you to have access to a list, there you will select “Online Enrollment”.
4. It will then direct you to a new tab where it will ask you for a username and password.
5. If you currently have a student enrolled at any of our schools, you might have already created a Parent Vue. The username and password will be the same as your Parent Vue account. ***At this time please enter your username and password*** (continue to step 12).
6. If this is will be your first time enrolling a student to any of our school, please continue to step number 7.
7. There will be a grey bar in the right-hand side corner under login, please press that at this moment. You will then “CREATE A NEW ACCOUNT”.
8. Please answer the prompt question and press “Continue”, then read the following prompt and press, “I Accept”.
9. Enter PARENT NAME, LAST NAME, a working email address, the type the characters shown on your screen. Then press continue.
10. Please check your email you will be receiving an email from “Genesis” this is were you will create your username and password. **Please keep in mind that**

this username will be used for the next four years to access Parent VUE to check students' grades, attendance and to contact our staff members regarding your student via email. *

11. Once you have created a username and password please log in and complete the online enrollment.
12. You will be asked to upload documents; this can be done either by using a scanner or by photo. Please make sure that all this document is taken in good quality photos and are readable.
13. After you have uploaded your documents and have pressed continue, it will ask you to review one last time to verify all information is correct. Then you will press submit.
14. Once Submitted it will give you an hourglass and the status "Pending," we will then review your enrollment. After it has been reviewed by one of our staff, you will receive an email by Genesis stating your student has been enrolled. If we are missing any documents we will contact you, but keep in mind your student will not be enrolled until all documents are turned in.