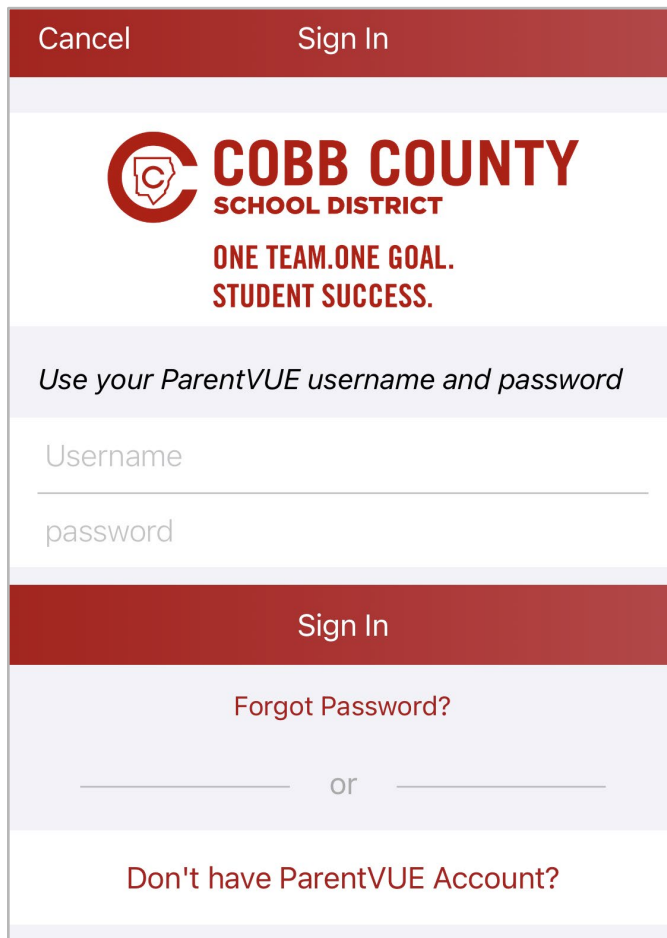


How to Use CTLS Parent App

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

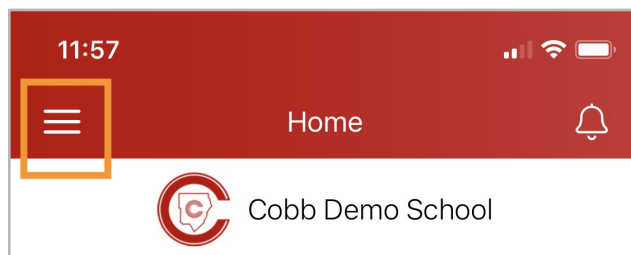
1. Open the app and sign in using your ParentVUE username and password.

The screenshot shows the sign-in interface of the CTLS Parent App. At the top is a red header bar with 'Cancel' on the left and 'Sign In' on the right. Below this is the Cobb County School District logo and the text 'COBB COUNTY SCHOOL DISTRICT' and 'ONE TEAM.ONE GOAL. STUDENT SUCCESS.' The next section is titled 'Use your ParentVUE username and password' and contains two input fields: 'Username' and 'password'. Below these fields is a red 'Sign In' button. Under the button is a 'Forgot Password?' link. At the bottom, there is a line with 'or' in the middle, and below that is a link that says 'Don't have ParentVUE Account?'.

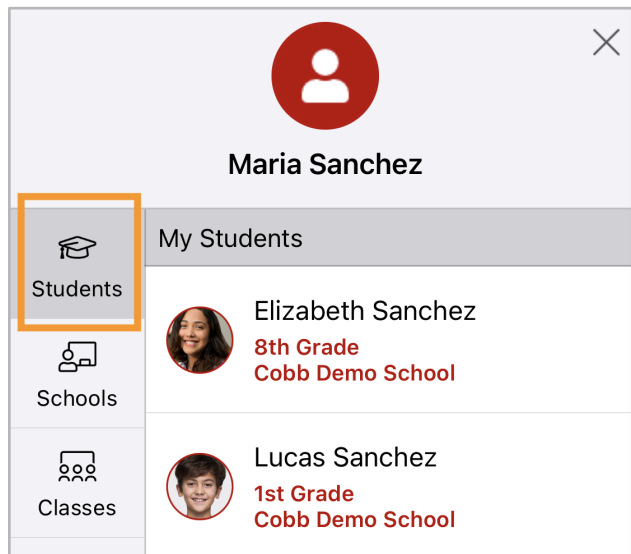
How to Use CTLS Parent App

View Children Associated with Your CTLS Account

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

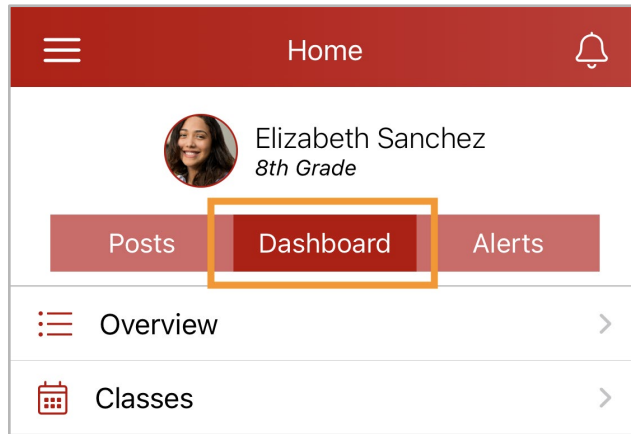


2. Select **Students** in the left column.
3. Select a student to see their individual information.



How to Use CTLS Parent App

4. Tap **Posts**, **Dashboard** or **Alerts**. Under Dashboard, select **Overview** or **Classes**.

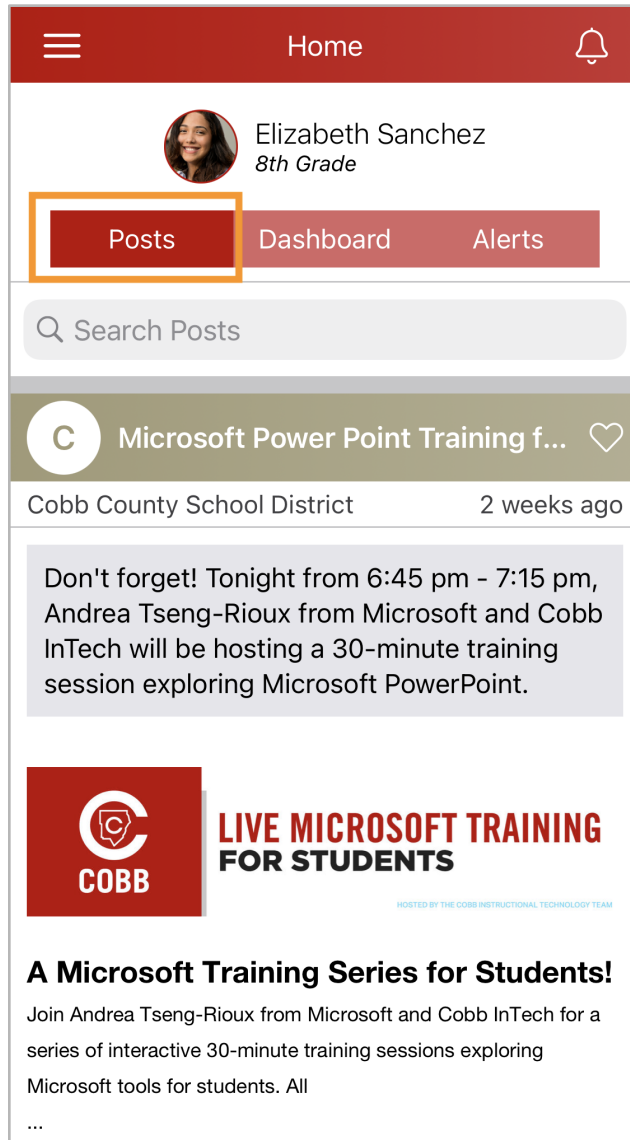


The Post Tab

1. You can view posts for all your children in the main feed, or select an individual student to view only their feed.

How to Use CTLS Parent App

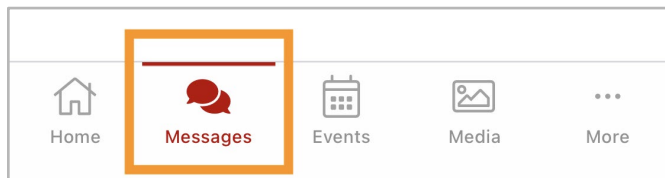
2. Scroll to read the posts or use the search bar.



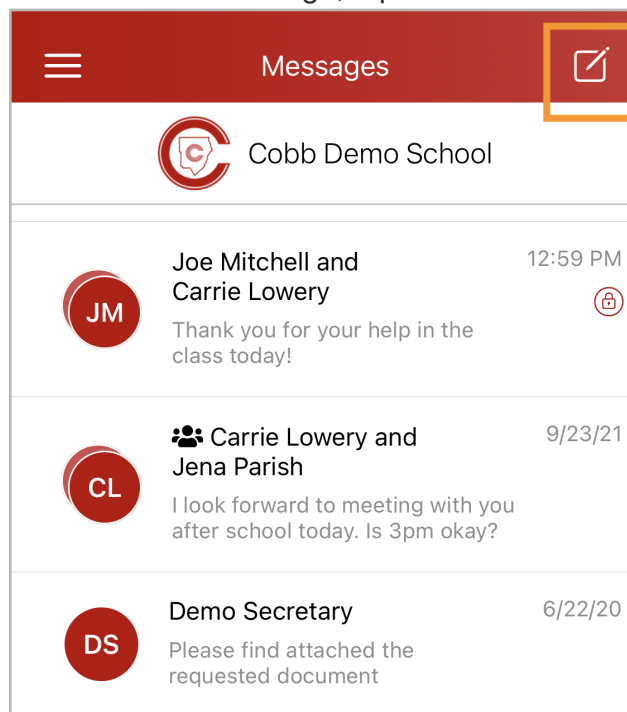
How to Use CTLS Parent App

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.



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How to Use CTLS Parent App

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.)

The screenshot shows the 'New Message' interface in the CTLS Parent App. At the top, there are 'Cancel' and 'New Message' buttons. Below this is a 'To:' field containing two names, 'Carrie Lowery' and 'Joe Mitchell', with a plus icon to add more. Below the names, it says '2/50 recipients'. Underneath is a 'Conversation Type' dropdown menu currently set to 'Private Message'. A modal is open, showing two options: 'Private Message (One-to-One)' which is selected (indicated by a checkmark) and described as 'A separate conversation will be created for each participant. Each participant will only see messages from you.', and 'Group Message' described as 'There will be one conversation for all participants. Each participant will see messages from everybody else.'.

How to Use CTLS Parent App

7. Type message and tap **Send**.

Cancel New Message

To: Carrie Lowery Joe Mitchell +

2/50 recipients

Conversation Type Private Message ✓

Thank you for your help in the class today! Send

I Okay Thanks

Q W E R T Y U I O P

A S D F G H J K L

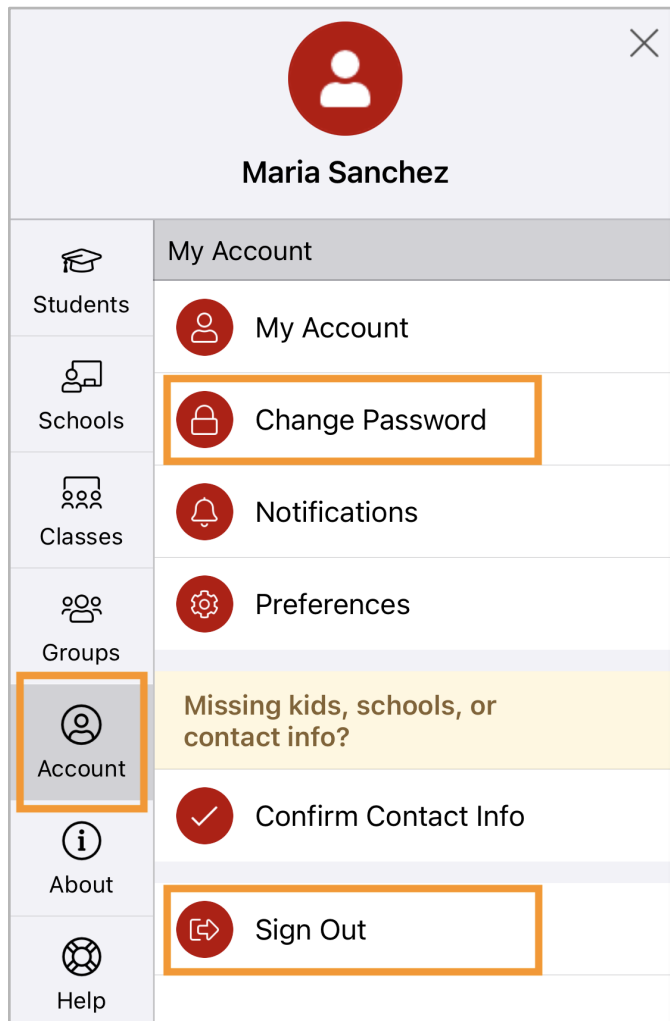
↑ Z X C V B N M ↵

123 😊 space return

How to Use CTLS Parent App

How to Change Your Password or Sign Out

1. When you are signed into your account, tap the **triple bars** in upper left.
2. Select **Account**.
3. Select **Change Password** or **Sign Out**.



How to Use CTLS Parent App

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.