

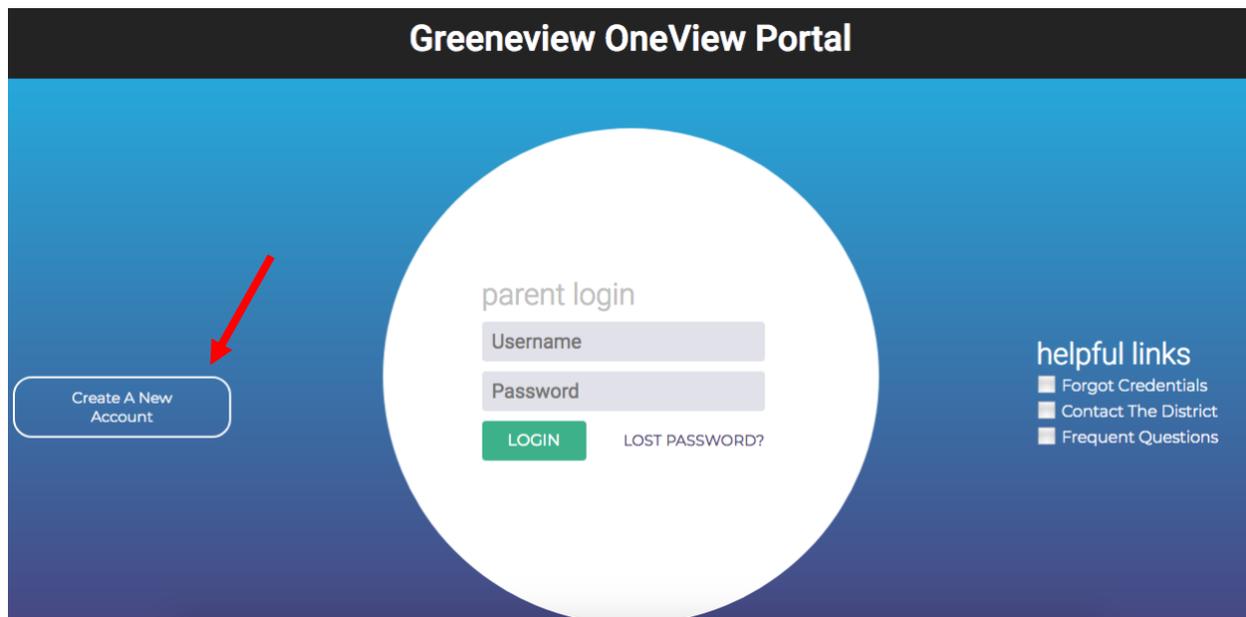
OneView Instructions for Kindergarten Registration

Greeneview Local Schools has implemented a system named OneView for the 2020-2021 Kindergarten Registration. This will allow us to register new students during this period of school closure. OneView is also used by our current parents/guardians to replace the paper forms that are distributed in prior school years. This process helps reduce the amount of duplicated paperwork necessary for parents/guardians with multiple children and provides the District with up-to-date information. Should any information pertaining to your child change throughout the school year, we ask that you update the information using the OneView system.

To begin Registration, visit the OneView Parent Portal: <https://greeneview.esvportal.com/>

Instructions for NEW Parent Users

Please select *Create A New Account* on this screen



You will then be directed to the following webpage where you will enter the Personal Information for the **Parent/Guardian**. This is your personal information and will be used for future logins so please record your Account Access Information for later use. Once you have completed an account and selected *Register & Begin*, an email will be sent to your inbox provided alerting you that you have a new account.

Your account information will be included in that email and you are encouraged to save that for your records.



To get started, you will need to register as a prospective parent with our district. Please provide all **information** below and click the 'Register' button at the bottom to register and get yourself set up. Fields in **bold** are required.

Personal Information

Your First Name:

Your Last Name:

Your Email Address:

Alternate Email: (If provided, we will copy this email on all messages sent out)

Contact Phone: (If provided, we can use to speak with you if needed)

Your Registration Status:

Account Access Information

Parent Login ID:

Parent Password: (Known only to you - do not share)

Confirm Password:

Forgot Password Question: (Used to verify your identity if needed)

Forgot Password Answer:

PIN Code: (Please provide a pin code for additional security)

You will then be directed to a page in OneView where you will add your student(s) to your account. Click on Enroll New Student(s) in the upper right corner.

My Students

No students are attached to your account at this time.

(Please use the 'Link A Student To My Account' panel to the right to attach your students).

Link A Student To My Account

Option #1: Use An Invitation Code

If you have a district-provided student invitation code, please type it below and your student will be linked to your account for access.

Code:

Option #2: Provide Student Details

If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.

Student Last Name:

Grade Level:

Date of Birth: / /

Student Number: [I don't have this](#)

Click on the blue button, “Enroll a New Student”



Log Out

Timec

Dashboard Homepage

Enrolled Student Dashboard

View Online Forms

Enroll New Student(s)

Enroll A Student At Greeneview Local Schools

You may use this area to create a new online enrollment form application for a NEW student whom you would like to enroll within the Greeneview Local School District. Please be aware that the application process requests a great deal of information from you. You may save and return to your application many times before you officially submit it to the school district. Come back to this page to check the status of your new enrollment application and to answer any additional questions the district may require.

Click the blue button below to begin

[ENROLL A NEW STUDENT](#)

[Existing Student Enrollments](#)

[Helpful Links](#)

- [Enrollment Questions](#)

You will then begin typing in your child’s information. You need to put their Date of Birth and please select “KG” for Enrolling Grade. It is important to note that you must designate an Enrollment Type.

If you live **inside** the District boundaries, please click Regular Enrollment.

If you live **outside** the District boundaries, please click Open Enrollment.

Enrolled Student Dashboard

View Online Forms

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Click the blue button below to begin

[ENROLL A NEW STUDENT](#)

To Begin, type in Your new student's first name, last Name and date of birth:

First Name:

Last Name:

Date of Birth: / /

Enrolling Grade:

- Enrollment Type:
- Regular Enrollment - You and your child live within the boundaries of the Greeneview Local School District
 - Open Enrollment - You and your child live OUTSIDE the boundaries of the Greeneview Local School District

[Begin New Enrollment](#)

You will be asked to submit the required paperwork for enrollment. You have the ability to take a photo of these documents and upload them to the application. You can also attached electronic copies if you have them scanned and saved. If you cannot upload the information, you will be required to provide it before your child can be officially enrolled and begin school in August. The required paperwork is a Birth Certificate, Immunization Records, and Proof of Residency (utility bill or lease payment with address and parent’s name listed). If there is a custody agreement in place, that needs to be attached.

DISTRICT REQUESTS			
For each item below, please respond to the question or provide the information requested by the district staff member.			
Document/Item Needed:	Notes From District:	Current Status/Activity:	
Academic Records	Grade Card, Transcript, etc.	Needed - Awaiting Response	[reply/upload]
Birth Certificate	Required	Needed - Awaiting Response	[reply/upload]
Custody Paperwork	Required-If custody documents exist	Needed - Awaiting Response	[reply/upload]
Immunization Records	Required	Needed - Awaiting Response	[reply/upload]
Proof of Residency	Required	Needed - Awaiting Response	[reply/upload]

FORM ACTIONS

[PRINT](#) [SAVE & SUBMIT TO DISTRICT](#)

Please select KG as the “Enrolling Grade Level” and 2020-21 for the “Enrollment is for” box.

PART ONE: STUDENT INFORMATION:

Legal Last Name: Legal First Name: Middle Name: Suffix (e.g. Jr.):

Called/Nickname:

Enrolling Grade Level: Gender: Enrollment Is For:

You need to fill out the form completely and do not forget to electronically sign and date your registration form. You must click “Save & Submit to District” to finalize the registration.

PART TEN: ELECTRONIC SIGNATURE & AUTHORIZATION:

Any additional notes/information you would like the district to know about your enrollment?

Please type your name in the box here to indicate your desire to register this child for school:

eSignature Date:

FORM ACTIONS

[PRINT](#) [SAVE & SUBMIT TO DISTRICT](#)

Instructions for RETURNING Parent Users

Login with your current parent username and password.

The screenshot shows the 'Greeneview OneView Portal' login interface. At the top, there is a black header with the text 'Greeneview OneView Portal' in white. Below this is a large blue gradient area. In the center, a white circle contains the 'parent login' form. The form has two input fields: 'Username' and 'Password'. Below these fields are two buttons: a green 'LOGIN' button and a blue 'LOST PASSWORD?' link. To the left of the circle is a button labeled 'Create A New Account'. To the right is a 'helpful links' section with three items: 'Forgot Credentials', 'Contact The District', and 'Frequent Questions', each with a small square icon.

You will create a New Student in your profile by clicking on “Enroll New Student(s)”.

The screenshot shows a user's account profile page. At the top, there is a blue header with the text 'MY ACCOUNT AND PROFILE'. Below this header are two buttons: 'Submit & View Online Forms' and 'Enroll New Student(s)'. A red arrow points to the 'Enroll New Student(s)' button. To the right of these buttons is a blue oval shape. Below the buttons are three sections: 'Parent Links' (with a list of links: PaySchools, ProgressBook, ProgressBook Password Reset, and Greeneview Website), 'School Building Information' (with a search bar), and 'Upcoming Events'. Below the 'School Building Information' section is a 'Recent News' section.

At this point in time, enrolling a new student is the same for all users. Please follow the instructions listed above beginning the page that begins with *****.