# 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
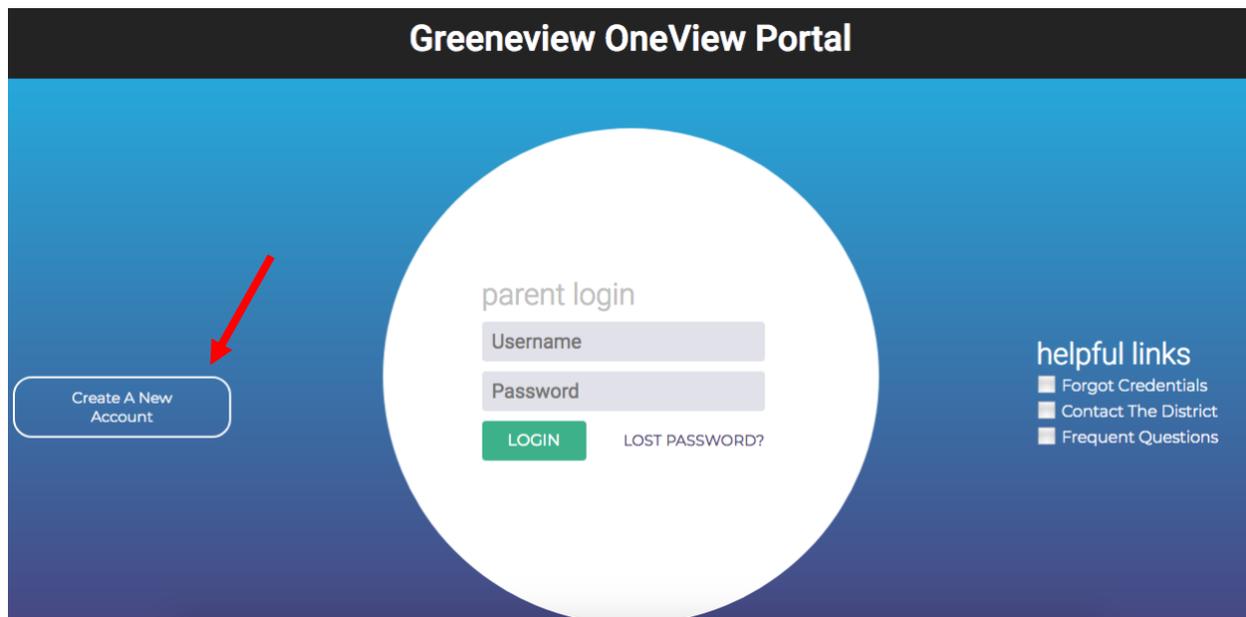
You will then be directed to the following webpage where you will enter the Personal Information for the **Parent/Guardian**. This is your personal information and will be used for future logins so please record your Account Access Information for later use. Once you have completed an account and selected *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: [Please Select... ▾]

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)

[Register & Begin] [Go Back]

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.

[Enrolled Student Dashboard]   [View Online Forms]   [Enroll New Student(s)]

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: [ ] [Attach]

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: [01 ▾]

Date of Birth: [January ▾] / [01 ▾] / [1995 ▾]

Student Number: [ ]   I don't have this

[Attach]

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Click on the blue button, "Enroll a New Student"

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.

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: STUDENTS
Legal First Name: TEST
Middle Name:
Suffix (e.g. Jr.):
Called/Nickname:
Enrolling Grade Level: KG
Gender: Male
Enrollment Is For: 2020-21

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.

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

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 *********.