

## OneView Instructions for New Users

Greeneview Local Schools has implemented a system named OneView for the 2018-2019 school year that will change the way we ask for your assistance in the yearly updating of your child's demographic, medical, and other information. OneView will be used by parents/guardians to replace the paper forms that were distributed in prior school years. This process will reduce the amount of duplicated paperwork necessary for parents/guardians with multiple children and will provide the District with up-to-date information in a timely fashion.

The information contained in the online forms helps ensure that we have the most up to date information pertaining to your child. In addition, 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, visit the OneView Parent Portal: <https://greeneview.esvportal.com/>

Please select *Create A New Account* on this screen

The screenshot shows the Greeneview OneView Portal login page. At the top, there is a dark blue header with the text "Greeneview OneView Portal". Below the header is a large white circle containing a "parent login" form. The form has two input fields: "Username" and "Password". Below these fields are two buttons: a green "LOGIN" button and a "LOST PASSWORD?" link. To the left of the circle is a button labeled "Create A New Account" with a red arrow pointing to it. To the right of the circle is a "helpful links" section with three links: "Forgot Credentials", "Contact The District", and "Frequent Questions".

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 students to your account. Parents who have received an Invitation Code in an email can proceed using Option #1. If you did not receive an invitation code then you will utilize Option #2.

[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:

#### 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](#)

## 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:

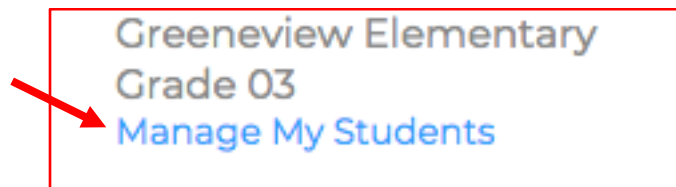
Date of Birth:  /  /

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

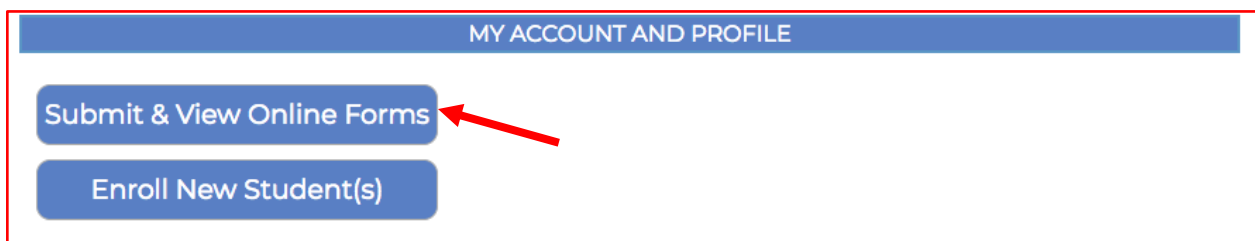


You will need to enter your child's official name, their current grade level, date of birth, and student identification number. Student ID numbers can be found on grade cards or in the parent access of Progress Book. If you have no way of knowing your child's student ID then please contact the office in the building that they attend.

Once you have entered the information, click Attach to connect the student with your parent login. You can add more students by clicking on Manage My Students located under the name of your student's name in the list. Linking your students will enable the system to pull common information from one student's form to your other child's forms, saving you time!



Once you have added all of your children to your account you are ready to begin filling out the forms. Click on Submit & View Online Forms.



Parents will then enter the information for the child by clicking on the appropriate links. Parents/Guardians are required to fill out “Student Demographic and EMA” each year. Within this form you will find all of the questions from the paper forms we used to send home.

You can choose to fill out the “Immunization Waiver” form to request a waiver from the requirement for immunizations for your children.

You can choose to fill out the Free/Reduced Meals Application through the blue link “Click here for the application”.

For each of the forms listed below, you may review the form, fill out the information requested, and submit your responses to the district for approval electronically.

### Back To School 2018-19

Form Name/Title	Status
<a href="#">Student Demographics and EMA</a>	Submitted
<a href="#">Immunization Waiver</a>	New/Not Yet Started

### Free/Reduced Meals App

Free/Reduced Meals App (2018-19)  
Current Status: **SUBMITTED**  
[Click here for the applicaiton](#)

Once you have completed the information for your child, please sure to sign the form electronically and select Save & Submit to District on the bottom of each form.

### Part Eight: Electronic Signature & Authorization

"I agree to complete and submit through electronic means the Emergency Medical Authorization and such other forms, documents and questionnaires as the school district may require."

Digital Signature of Parent/Guardian  Date

"Pursuant to R.C. 1308.01 to 1308.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of an Emergency Medical Authorization Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form."

[Save & Submit to District](#) [On Back](#)

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By accessing this system you agree to be bound to all district rules, regulations and guidelines. Unauthorized access attempts will be investigated, reported and pursued using all means available to the school district.

Once you have completed the form for one child you can choose another child from the drop-down menu and repeat the process by clicking on View Online Forms. You have the ability in each Part to copy the information from the previous child’s submissions over to this child.

### Part Six: Consent or Refusal For Emergency Medical Treatment

[Pull From](#)  [Form](#)

**Please Note:** Any changes made to the address or custody of the child will require appropriate documentation provided to your child’s school building before the changes can be accepted.