# OneView Instructions for New Users

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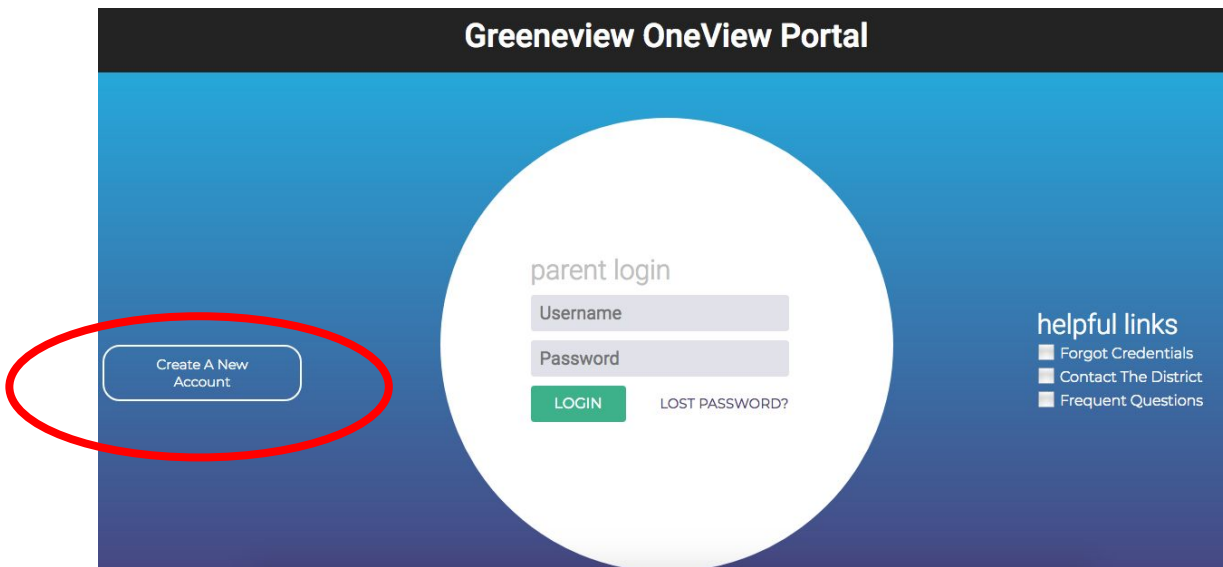
You will then be directed to the following webpage where you will enter the Personal Information for the **Parent/Guardian**. This is your personal information and will be used for future logins so please record your Account Access Information for later use. Once you have completed an account and selected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

Tip: When creating a Parent login ID unless otherwise preferred use your email address

If this is a **NEW** parent account and are here to enroll a new student you will be directed to complete the Enroll a New Student form.

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

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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: [01 ∨] / [01 ∨] / [2023 ∨]

Enrolling Grade: [KG ∨]

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

[Begin New Enrollment]

Make sure you are selecting the correct Enrollment Year in the Drop Down

PART ONE: STUDENT INFORMATION:

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

Called/Nickname
[   ]

Enrolling Grade Level	Gender	Enrollment Is For
[KG ∨]	[Male ∨]	[2022-23 ∨]

Enrollment Is For dropdown:
Please Select...
2022-23
2023-24

Mother's Maiden Name
[   ]

Date of Birth: [01 ∨] / [01 ∨] / [2016 ∨]   **Birthplace City:** [   ]

Did your child attend Preschool? [No ∨]

Is the student a *resident* living in the Greeneview School District: [Yes ∨]

Other siblings attending Greeneview Local Schools (Name and Grade)
[   ]

Has the student received any of the following special services?

Gifted: [No ∨]

If this is a <u>NEW</u> parent account and you have students already attending Greeneview

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.

Option #2

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!

Important: If this is a NEW Enrollment you can skip these steps until your NEW Enrollment has been Approved.

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.

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".

You can choose to fill out the Transportation Request Form if you require transportation.

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

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.

If you have any questions, issues, or concerns, you can contact the following offices

District Office at 937-675-2728
Elementary Office 937-675-6867
Middle School Office 937-675-9391
High School Office 937-675-9711