

eSchoolView

BACK TO SCHOOL FORMS WITH ONEVIEW PARENT PORTAL

Back to school forms are now online! Use this document as your guide for navigating the new OneView parent portal

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Welcome to the OneView Parent Portal for Student Forms

The Circleville City School District is excited to now offer student forms in an electronic format for the 2019-2020 school year. In easing the demands of the day-to-day needs of our families, providing an online format for parents to enter and update their child's information was of great priority to us when we started this venture in Spring 2019.

With the new OneView Parent portal, parents will now have the ability use a single, sign-on username and password combination to view and update important information regarding their child(ren). Additionally, this OneView portal will also have quick links to ProgressBook, EZ Pay, school news, the school events calendar, and more. This new, electronic format gives parents a secure portal to update their child's information without the hassle of filling out multiple back-to-school forms, emergency medical forms, and transportation agreements among other documents by hand year over year.

To get started, parents will begin by creating a login and password (or login with an established account) by heading to <https://circlevillecity.esvportal.com/>.

As you set up your account, it is imperative that all phone numbers, addresses, and email addresses are up-to-date as these will be the contact methods for school-to-home academic communications as well as emergencies involving your child.

To use the system, you will be directed to create a login/password if you do not already have an account at the link above. Once you log in, you will be asked to provide your child(ren)'s invitation code, grade level, and date of birth (an alternative method is available at the middle school and high school using a combination of the above and your child's student ID number located on your child's schedule).

Once you access your child's available forms, please complete the following forms online: Student demographics and Emergency Medical Forms, student health history, transportation forms, early dismissal forms, our technology agreement, and sign offs for FERPA/Photo use, notification of grant-based programming offered, and our Child Find disclosure.

Should you have any questions during the account set-up process, please contact the building your child attends:

- Circleville Elementary School

740-474-2495

- Circleville Middle School
- Circleville High School
- District Office

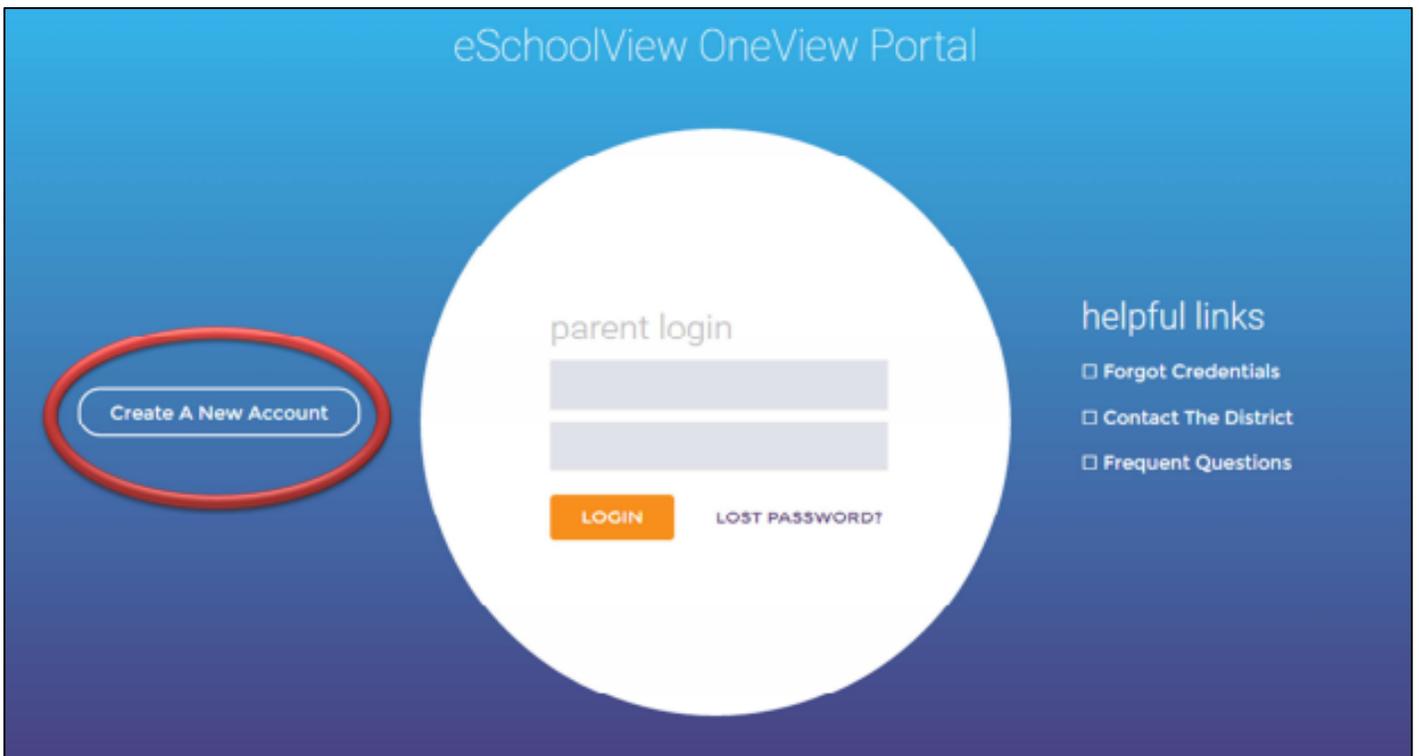
740-474-2345

740-474-4846

740-474-4340

Creating your account

To create a new account, select the “Create a new account” button on the left side of the eSchoolView OneView Portal found at <https://circlevillecity.esvportal.com/> as seen below.



From here, you will be taken to an account information form as depicted below. While only the **bold** fields are required, we recommend all fields be completed. Here you will provide an email address you use regularly which is also recommended to be your username for ease of access; however, your username can be anything you choose it to be. In the field marked “Pin Code” you will create a 4-digit PIN that is to be safely guarded – this is crucial, should you need to verify your account when calling in for support. Once you have completed all of the required fields, select the “Register & Begin” button in green at the bottom of the form. Once selected, the email address you registered will receive a notification confirming that you have successfully created an account. In the event that you have not received this email, be sure to check your spam filter.

The form is titled "Personal Information" and "Account Access Information".

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)

Buttons: Register & Begin, Go Back

Linking your children to your account



Timeout: 3

Dashboard header: Welcome Evan Debo | UPDATE MY ACCOUNT | LOG OUT

Section: MY ACCOUNT AND PROFILE

Buttons: Submit & View Online Forms, Enroll New Student(s)

Message: You do not yet have any enrolled students attached to your account. [Attach students to your account.](#) You may also enroll a new student using the 'Enroll Student' tab.

Blue arrow pointing up to the message.

Once logged in to the dashboard (pictured above), select the “Attach students to your account” button on the right side of the page. Once there, use “Option #1: Use an invitation code” along with the invitation code you received at Open House or via mail. Type in the code and click “Attach”. If you do not have an invitation code, try “Option #2: Provide Student Details” and then enter the student’s last name, grade level, date of birth, and student ID number.

If you have not been provided with an access code or student ID number, please contact your child’s school at the listed phone number on page 3.

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](#)

Back-to-school Forms

To start the back-to-school form process after creating your account, start by logging out and then log back in. Upon re-entering the parent portal, you will see the “Enrolled Student Dashboard” as seen below. From there, select your student’s account from the dropdown box and then select the “Submit & Review Online Forms” button on the top left.

Enrolled Student Dashboard

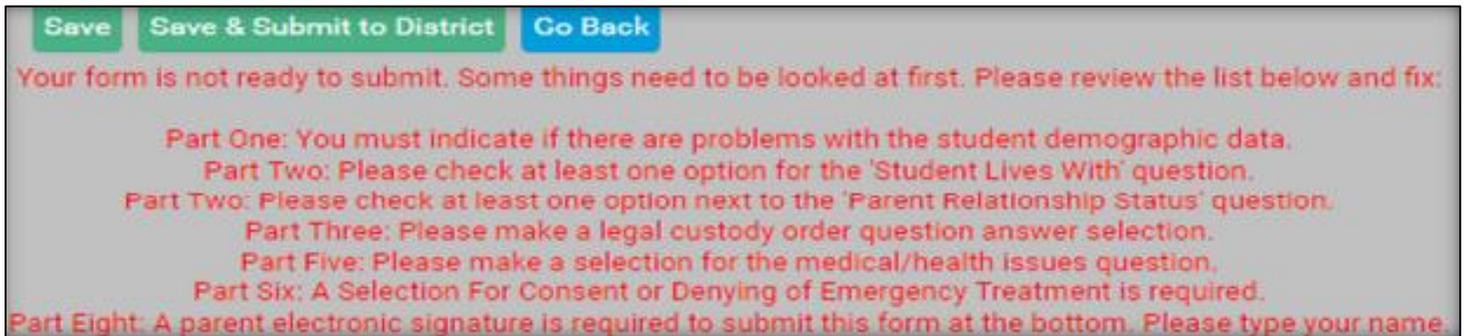
MY PARENT ACCOUNT
William Caudill
wcaudill@eschoolview.com
Last Access: 3/1/2017 at 2:36 PM

MY STUDENT ACCOUNTS
John Cena
Granville Elementary School
Grade 02

From there, required forms will appear on the left in blue with their status (completed, new/not yet started) on the right side of the grid. Next, select a form to begin. As an extra measure to make sure you are on the right student’s page if you have multiple children, the student’s name of the forms you are editing is still visible in the top right.

As you complete a form, you can “Save & Submit to District”. If you have to get up and leave a form editing session at any time be sure to hit the “Save” button before exiting the portal. Additionally, there is a “Go Back” button to refer back to a previous page if applicable. All forms will vary, but these three options/buttons will remain the same.

If you have not filled out the form completely, when you attempt to submit the required fields will prevent submission and point out required fields. The fields will be indicated by red text and highlighted.

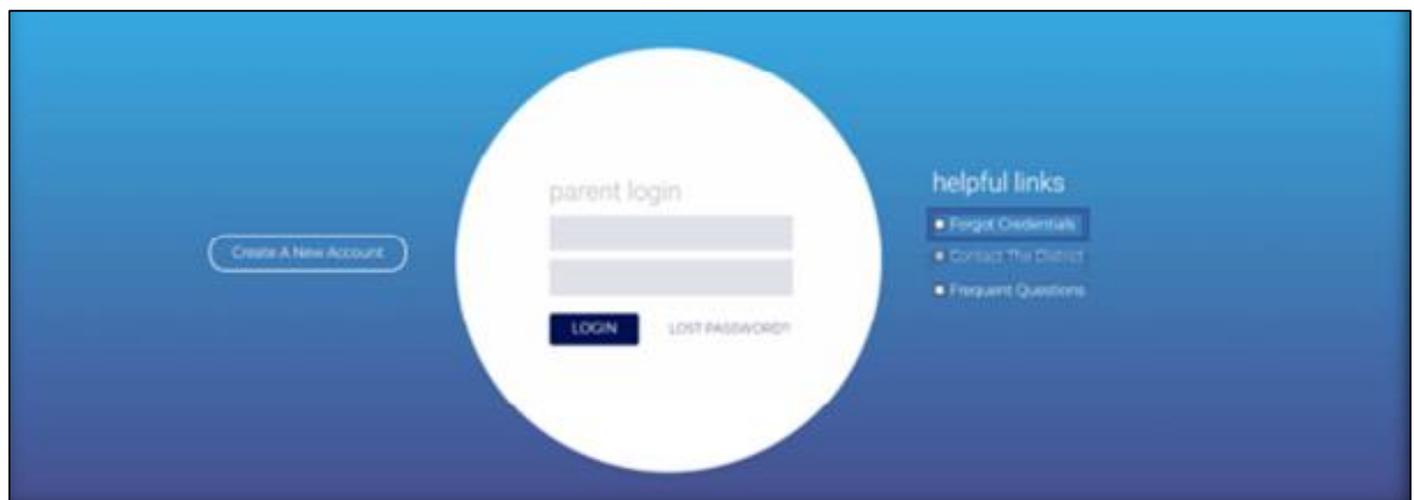


After completing the highlighted fields save & submit the form for District approval.

Recovering login credentials

From year-to-year, we understand that things happen and occasionally passwords and usernames may get lost. From the login screen, select “Forgot Login Credentials” under **Helpful Links**. From here, you will either be requested to enter your email address (if you have forgotten your login ID/username) or your Login ID/username (if you have forgotten your password).

Upon filling out the corresponding information to the login credentials you are seeking recovery for, you will receive an email link to reset.



Password

If you have lost your password, select the “Lost Password” link at the parent login page to the right of the login button. At this time you will be prompted with 2 security questions in bold type, the bottom question being “**Forgot Parent Account Password.**” Select this question and type your Parent Login ID. After a few minutes, you will receive an email from schooldistrict@esvmail.com with a large blue link bearing the words “Account Password Reset.” This is located directly under “**Please click on the link below to reset your password**” prompt.

From here, you will be brought to a new webpage that asks you to reset Parent Account Password. Enter your new password and once created, confirm your new password at the “Dashboard Home Page.”

Frequently Asked Questions

Does OneView keep my student's records from year to year?

Yes! OneView keeps your student information stored securely from year-to-year to alleviate having to re-enter student information each year. Annually, forms will reappear in the "Submit & Review Online Forms" tab of the Enrolled Student Portal and authorized users will simply need to just review and update any information that may have changed (medical, housing, contact information, etc) and check off the annual disclosures year-to-year.

Are OneView Online Forms mobile friendly?

OneView Online Forms are mobile friendly for access on your smart phone and/or tablet; however, to ensure a secure and thorough completion of the online forms we suggest using the desktop version on Windows or MAC.

Can I copy information from one form to the next if I have multiple children enrolled in the school?

Yes. Most demographic information (address, primary contact number, email, etc) can be automatically populated in the dropdown for each student from one student dropdown to the other. Student specific information such as student ID number and medical information will not be prepopulated across student profiles.

I have shared parenting with another parent. How does a non-residential split account work?

Shared parenting access to OneView Online Forms comes two-fold in the form of "view only" and "editing rights" based profiles. Whichever parent is the residential parent of record for the student will hold the editing rights to edit (unless otherwise stated in a court issued shared parenting agreement) and update student biographical information. View Only profiles will have the same access to student information, but in a read only capacity. To request access to a "view only" account as a secondary account holder, please notify your child's front office to do this. For safety and security reasons, only the school district is able to create these view only accounts.

My home does not have internet access. How do I fill out my forms for my child?

Annually, Circleville City Schools will host a series of building specific Online Forms gatherings for families beginning in June that will be publicized on the school website, school Twitter feed, and school Facebook feed. At these events, we will open up our front office conference rooms and provide laptops for families without internet access to come in and complete the forms. These opportunities also serve as great forums to come in and ask questions about the Online Forms process.

In addition to the schools, the district has also worked with Library staff at the Pickaway County District Library to assist families during regular business officers with registration as well.

