Dear Parent/Guardian,

We are pleased and proud to announce a procedure we are implementing to make the annual submission of district forms an online process. This online registration and form portal is called OneView and by utilizing it, you will be able to complete forms that were previously submitted on paper. This process was designed to simplify submissions for you as a parent and will allow authorized SCS employees access to items such as Emergency Medical Forms quickly and securely. Please take a moment to visit the OneView portal at **https://scs.esvportal.com/** and create your own account. There are instructions following this letter to assist you in this process. In addition, you will find your student's ID number below which is used during account creation.

Streaky Bear

Student ID #: 999991234

The electronic forms are available immediately. The district **will require all parents and guardians to fill out electronic forms moving forward.** This account will also serve as an important communication tool. **Please create your account and fill out your forms by October 17, 2022.**

If you have questions or trouble creating your account, please contact:
Brooke Austin
District Information & Web Communications
419.984.1034
baustin@scs-k12.net

Thank you,
Brooke Austin

Instructions for Creating an Account in OneView

1. Click on 'Create a New Account'

Helpful Hint: Be sure the Parent/Guardian Box is selected when trying to create an account and when trying to log into your account.

2. Fill in your information. Create your own Username, Password, Security Question, Answer, and Pin Code. *(Please create a username and password that you will be able to remember for ongoing use. For example, use the same username and password that you already use to check your student's grades in Parent Access/Progress Book)*

Helpful Hint: You will only need to create one account for all children you have in the district. Each child will receive their own ID#. Your account you create today can be used every year going forward.

PIN Code: This is a number you make up. We will use it to verify identity if you call us about your account.

3. Use Option #2 to link your child to your account using the **Student ID #** you received earlier in this letter.

*To add additional students to your account, click on the 'add student' link on your homepage of your portal and repeat step 3.