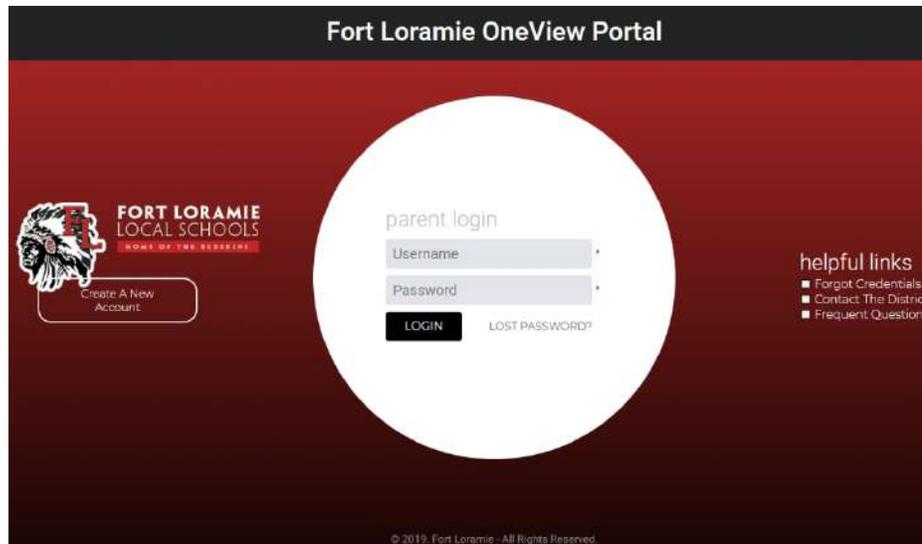


Fort Loramie Local Schools – How To Create Account

Parent Login web address: <https://loramie.esvportal.com/>

OneView is a secure platform, designed to be a one-stop location for parents to connect with the school, update their information, fill out school forms, and access any other resources such as ProgressBook.

- From the district website, you may click on the link OneView Portal. You will then be taken to the OneView Parent Login page.



STEP ONE: CREATE A PARENT ACCOUNT

Parent(s) will create ONE ACCOUNT for all of their students. That account will stay with the parent(s) during their time that their students are enrolled in Fort Loramie Local Schools. In addition, when younger siblings reach enrollment age, the parent(s) can begin the student enrollment process electronically.

All parents and guardians will need to create an account to fill out their forms.



From the OneView login screen click the “Create A New Account” button. This will take you to the page where you can create your parent account.

Create your account by providing your:

- Name
- Email Address
- Account Login ID – this is created by you and not supplied by the district
- Password
- Forgot Password Question/Answer, and a
- Pin Code (The PIN code is used for verification and can be any 4 or 5 digit number).

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: **Create your own parent username.**

Parent Password: (Known only to you - do not share)

Confirm Password:

Forgot Password Question: (Used to verify your identity if needed)

Forgot Password Answer: **IMPORTANT – select forgot password question**

PIN Code: (Please provide a pin code for additional security) **IMPORTANT - Create a 4 digit pin number**


Click Register & Begin

Then click “Register & Begin” to get started. A confirmation email will be sent to the parent once they create their account.

STEP TWO: ATTACH STUDENTS.

If your student(s) are not attached to your account, (not visible in the right hand margin of the screen) you must attach (or link) your student(s) to the parent account.

This can be accomplished two different ways:

Option #1 (preferred option):

Use the invitation code that was emailed to you.

Option #2:

Parents may attach their students by providing the following details:

- Student's last name
- Grade level
- Date of birth
- Student ID number (can be found on ProgressBook or by contacting the building secretary: shelley.middendorf@loramie.k12.oh.us or jody.ruhenkamp@loramie.k12.oh.us)

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:

Date of Birth: / /

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

[Attach](#)

STEP THREE: VIEW THE DASHBOARD AND NAVIGATE BETWEEN STUDENTS

Once a parent attaches their students, they can click on the “Enrolled Student Dashboard” to view their student’s information.

Parents can navigate between individual students by using the drop-down box highlighted on the right. On the dashboard page, parents can access ProgressBook, view the district calendar, access PayForIt.net, and manage their school forms submissions.



Welcome [UPDATE MY ACCOUNT](#) [LOG OUT](#)

MY ACCOUNT AND PROFILE

[Submit & View Online Forms](#) [Enroll New Student\(s\)](#)

[Manage My Students](#)

Fort Laramie High School
Grade 08
[Manage My Students](#)

Parent Links <ul style="list-style-type: none"> ProgressBook ProgressBook Password Reset Meal Magix EZ Pay 	School Building Information Recent News	Upcoming Events
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Pull down menu if you have more than one student registered

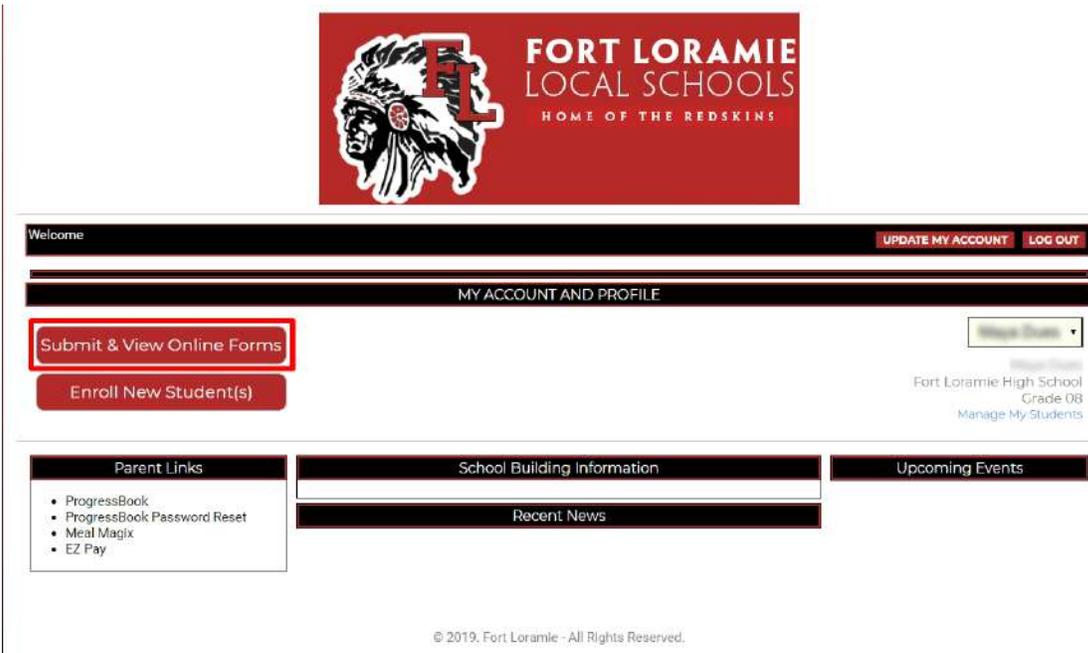
Parents can manage their students by clicking “Manage My Students” and can manage their own account information by clicking “Update My Account.”

The “Enroll New Student(s)” button will take a parent to the beginning of the new student enrollment process.

Do not click Enroll New Student(s) if your student(s) are already enrolled and are attending Fort Laramie Local Schools.

STEP FOUR: FILLING OUT AND SUBMITTING ONLINE FORMS

By clicking “Submit & View Online Forms,” parents can view and fill out their back to school forms. Once filled out and submitted, a parent can access their forms to make any necessary changes (such as address changes) at any time during the school year.



Forms to be completed:

- Emergency Medical Form
- Athletics Form

Medication Forms (If applicable, these will need to be printed, completed, and submitted to the school office)

My Online Forms Available To Submit:

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
Student Demographics and EMA ←	New/Not Yet Started
Athletics 2018-19	
Form Name/Title	Status
Athletics Form ←	MUST SUBMIT EMA FIRST

Please click on the links provided to each document. Fill out all the information required and when done, be sure to click on **SAVE & SUBMIT**. You will then be notified if your document has been approved. (Once your EMA form has been approved, you may then complete your Athletics Form).

If you have any questions about the Athletics Form, please contact **Mitch Westerheide** at mitch.westerheide@loramie.k12.oh.us or call the office at 937-295-3342.