

Instructions for Creating an Account in OneView and Enrolling a Student

1. If you are you an existing user please log in using your OneView username and password and proceed to step 4.
2. If you are open enrolling from another district or do not have an existing account click on "Create a New Account"

The screenshot shows the Crestview OneView Portal login page. At the top, it says "Crestview OneView Portal". In the center, there is a "parent login" section with fields for "Username" and "Password", a "LOGIN" button, and a "LOST PASSWORD?" link. To the left of the login section is a "Create A New Account" button. To the right is a "helpful links" section with links for "Forgot Credentials", "Contact The District", and "Frequent Questions". At the bottom, there is a copyright notice for 2019 and a security disclaimer.

3. Fill in the Personal Information
 - a. Registration Status - **I am here to enroll a new student in the district**
4. Create your own
 - a. Username and Password
 - b. Security Question and Answer
 - c. Pin Code

The screenshot shows the Crestview Knights registration form. At the top, it features the Crestview Knights logo and contact information: "531 East Tully Street, Conway, OH 45822, Phone: (419) 749 - 9100 Fax (419) 749 - 4235". Below the logo, there is a disclaimer: "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." The form is divided into two sections: "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)

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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.

4. Click on 'Enroll A New Student'
 - a. For existing users click on 'Enroll New Student(s)' at your account dashboard.

5. Fill in student information
 - a. Enrollment Type - Regular Enrollment (Use this option for Open Enrollment) (Parents who are open enrolling a student you will need to also complete the open enrollment application.)

6. Complete the Enrollment Form