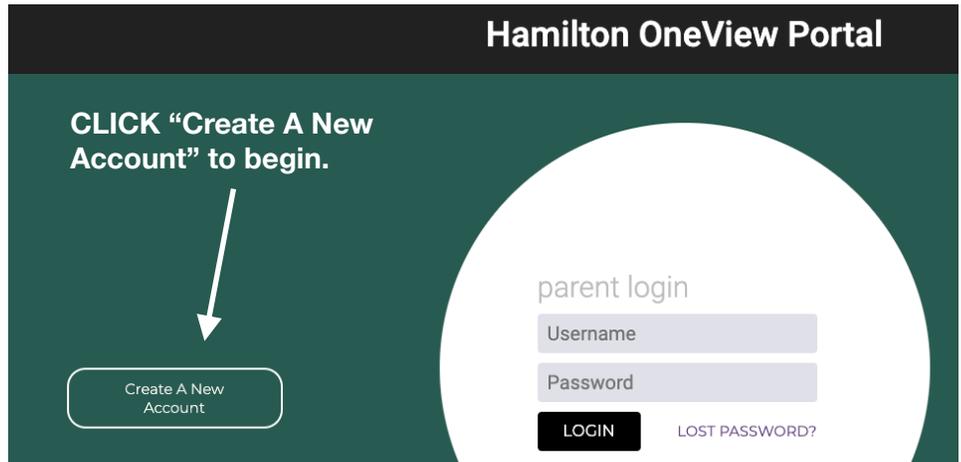


SETUP YOUR PARENT ACCOUNT AND COMPLETE BACK TO SCHOOL FORMS ONLINE!

NOTE: You will need the student numbers of all of your currently enrolled children to complete this process. They appear on student schedules, ProgressBook, and you can contact the school secretaries directly at 614-491-8044 to get your child(ren)'s student numbers prior to setup.

HOW TO SETUP YOUR PARENT PORTAL ACCOUNT:

1. Go to <https://hamilton.esvportal.com> to create your new OneView Account.
2. Click on the "Create A New Account" button located on the left side of the page.



3. Below is what the account registration page looks like. You will need to complete the items that are in bold. **Please use your real first and last name as it appears on your ID. Use your primary email address when setting up your account.** Your email address is your username when you log into the OneView Parent Portal in the future.

4. Setup Your Account

— Complete all fields in **bold type**

— Choose *"I have student(s) already in the district"* in the Registration Status dropdown

— Create Password

— Password Q & A

— 4-digit PIN Code

Click the "Register and Begin" Button

Personal Information

Your First Name:

Your Last Name:

Your Email Address:

Alternate Email: (If provided, we will copy this email on all messages)

Contact Phone: (If provided, we can use to speak with you if needed)

Your Registration Status: Please Select...

Account Access Information

Parent Username: (Created from email address)

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)

MY ACCOUNT AND PROFILE

5. CLICK ON “**ATTACH STUDENTS TO YOUR ACCOUNT**” to begin linking your children to your account.

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.

6. Complete information in the “**Option #2**” section located on the right side of the screen to find/link your child...then click the attach button.

NOTE: This is where you will need to use the student numbers for each child.

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](#)

7. Once you have linked your child(ren), you need to complete the Back to School forms — Student Demographics / EMA & the Free-Reduced Lunch Application for the 2020/2021 School Year.

IMPORTANT DETAILS TO KNOW:

- **When completing the online back to school forms, please provide as much information as possible (Phone numbers, your primary email address, multiple emergency contacts, etc.)**
- **If you only have a cell phone, please put the number in the home and mobile phone fields (This will help us with our automated call system that we use for various notifications)**
- **If you submit an address or guardian changes, you will need to contact our main registration office at 614-491-8044 ext. 1239 to schedule an appointment to verify the residential or guardian changes before they will be accepted.**
- **Approved updates will be pushed into our information system nightly.**

THANK YOU!

We hope you had a good experience with our online registration and student information portal. We hope it was very convenient for you.

We couldn't do it without your support and participation.

If you ever have any questions, you can always contact us at 614-491-8044 ext. 1239.

— Hamilton Local School District Centralized Registration Office