

June 14, 2017

Dear Manchester Parent/Guardian,

We are writing to notify you of a new, online parent portal called OneView. OneView is where you will find the district's annual student forms that previously would have been turned in on paper the first week of school. We are requesting that you take a moment to visit the OneView portal at <https://manchester.esvportal.com> and create your own account. The instructions for creating your online account are listed below to assist you in this process.

The electronic, online forms (Student Health Form, Emergency Contacts, etc.) are available immediately. We would like all forms to be completed by August 15th, if possible.

If you have questions, please contact the office at your student's respective school using the following contact numbers:

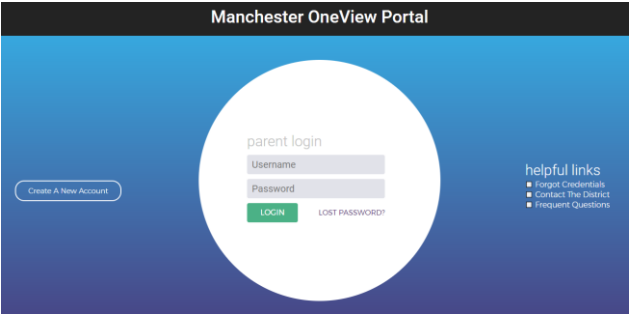
Manchester High School: (937) 549-4777 Option: 2

Manchester Elementary School: (937) 549-4777 Option: 3

Thank you,

Manchester Local Schools Schools Administration

Instructions for Creating an Account in OneView

<p>1. Click on the 'Create A New Account'</p>	
<p>2. Fill in the Personal Information</p> <p>3. Create your own - Username and Password - Security question/answer - Pin Code</p> <p><i>(Please create a username & password that you will be able to easily remember for ongoing use. For example, use the same username and password that you already use to check your student's grade in Parent Assist)</i></p>	<p>To get started, you will need to register as a prospective parent with our district. Please provide all information below and click the 'Register' and get yourself set up. Fields in bold are required.</p> <p>Personal Information</p> <p>Your First Name: <input type="text" value="Lisa"/></p> <p>Your Last Name: <input type="text" value="Collins"/></p> <p>Your Email Address: <input type="text" value="lcollins@gmail.com"/></p> <p>Alternate Email: <input type="text" value="collins@yahoo.com"/> (if provided, we will copy this email on all messages sent out)</p> <p>Contact Phone: <input type="text" value="330-555-1111"/> (if provided, we can use to speak with you if needed)</p> <p>Your Registration Status: <input type="text" value="I have student(s) already in the district"/></p> <p>Account Access Information</p> <p>Parent Username: <input type="text" value="CollinsMom"/></p> <p>Parent Password: <input type="password" value="*****"/> (Known only to you - do not share)</p> <p>Confirm Password: <input type="password" value="*****"/></p> <p>Forgot Password Question: <input type="text" value="Mothers Middle Name"/> (Used to verify your identity if needed)</p> <p>Forgot Password Answer: <input type="text" value="Taylor"/></p> <p>PIN Code: <input type="text" value="1234"/> (Please provide a pin code for additional security)</p> <p><input type="button" value="Register & Begin"/> <input type="button" value="Go Back"/></p>
<p>Use "Option #2: to Link your child to your account. You will need to use the Student Number(s) supplied on the opposite side of this paper after filling in the student Last Name, Grade Level and DOB. Click Attach.</p>	<p>Link A Student To My Account</p> <p>Option #1: Use An Invitation Code</p> <p>If you have a district-provided student invitation code, please type it below and your student will be linked to your account for access.</p> <p>Code: <input type="text"/> <input type="button" value="Attach"/></p> <p>Option #2: Provide Student Details</p> <p>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.</p> <p>Student Last Name: <input type="text" value="Collins"/></p> <p>Grade Level: <input type="text" value="2nd Grade"/></p> <p>Date of Birth: <input type="text" value="January"/> / <input type="text" value="01"/> / <input type="text" value="2009"/></p> <p>Student Number: <input type="text" value="250001"/> I don't have this</p> <p><input type="button" value="Attach"/></p>