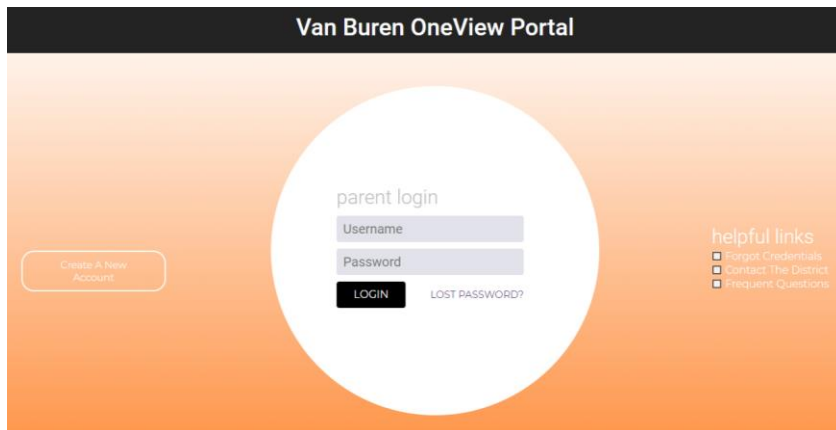


## Van Buren Schools – How To Create Account

Parent Login web address: <https://vanburen.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 and PayForIt.

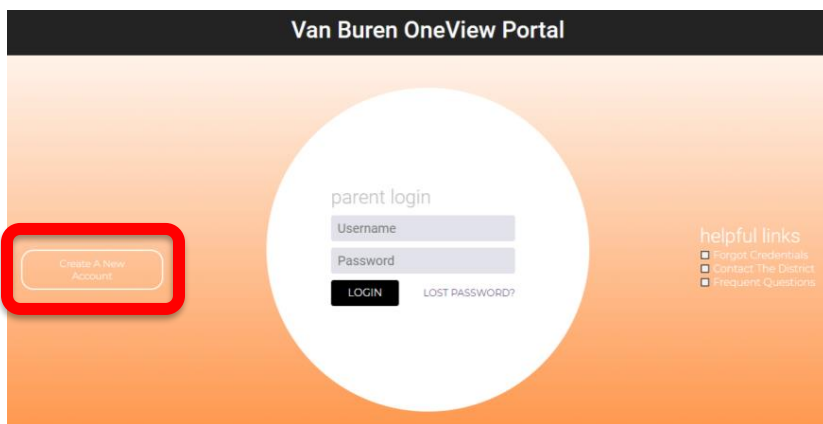
Start at the district website, [www.vbschools.net](http://www.vbschools.net) then click the FOR PARENTS tab at the top menu bar. From this menu, click OneView Portal. You will be taken to the OneView Parent Login page.



### 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 Van Buren 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:  

Click pull down menu and select "I have student(s) already enrolled in the district."

### 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 Cassie Schaffer at cschaffer@vbschools.net)**

### 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:

#### 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](#)

## 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.

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 in Van Buren Local Schools and you are only filling out back to school forms.**

## 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.

Welcome Grant Wright UPDATE MY ACCOUNT LOG OUT

MY ACCOUNT AND PROFILE

**Submit & View Online Forms**

Enroll New Student(s)

Anna Student ▾

Anna Student  
VAN BUREN HIGH SCHOOL  
Grade 09  
[Manage My Students](#)

Parent Links

- [ProgressBook Parent Access](#)
- [PayForIt.net](#)

Upcoming Events

Click on the calendar below for the district calendar

Forms to be completed:

- Student Demographics and EMA
- Parking Permit Form (High School Student Drivers Only)
- Medication Forms (If applicable, these will need to be printed, completed, and submitted to the school office)

For instructions on completing forms, please see the **How to Complete Forms** document (located on the For Parents tab of the district website).

If you have any questions, please contact **Cassie Schaffer** at [cschaffer@vbschools.net](mailto:cschaffer@vbschools.net).