

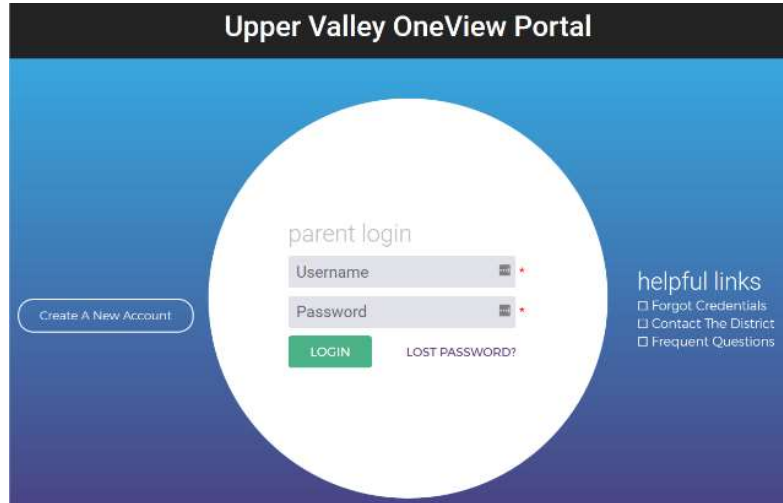
OneView Quick Startup Guide

If new to OneView:

1. Click on 'Create A New Account'

If your student is a returning student:

1. Login or click Lost Password if you need assistance with your ID or password.



If new to OneView

2. Fill in the Personal Information
Create your own:
 - Username and Password
 - Security question/answer
 - Pin Code

Please create a username & password that you will be able to easily remember for ongoing use.

Creating a OneView Account

Instructions for Creating an Account in OneView can be found [here](#).

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)

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)

Link your student(s) to your account. You will need to use the Student ID Number. The Student ID number was provided in the summer mailing. It is also printed on your student's schedule. For returning students, it is the same Student ID Number used for the cafeteria line and for access to the copiers on campus. In addition to the Student ID Number, you will also need the Student's Last Name, Grade Level and Date of Birth.

Click "Attach"

UPPER VALLEY CAREER CENTER

Log Out
Dashboard Homepage

Enrolled Student Dashboard View Online Forms

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
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: 11

Date of Birth: January / 01 / 1995

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

[Attach](#)

Once you have linked your student(s) to your parent account you can click on the Dashboard Homepage button and click on the Submit & View Online Forms button to complete the required form(s).

You will need to complete this process for each of the students you linked to your parent account.

UPPER VALLEY CAREER CENTER

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Enrolled Student Dashboard View Online Forms

Announcements
Important Announcements - If you have more than one student attending Upper Valley Career Center, you will create only one parent/guardian account and then link all of your students to that one parent account. Please be sure to submit online forms for all students attending Upper Valley Career Center.
Eric Bowser, Director of Technology

PARENT ACCOUNT
Parent Name
Parent Email Address
Last Access: 6/20/2018 at 2:49 PM
[Update My Account](#)

STUDENT ACCOUNTS
My Student(s):
Student Name
Student Name
Upper Valley Career Center
Grade 12
[Manage My Students](#)

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.

2018-19 Back To School

Form Name/Title	Status
Student Information & Medical Authorization	New/Not Yet Started
Vehicle Registration	New/Not Yet Started

Printable Forms Library

- [Prescription Medication Form](#)
- [Immunization Exemption Form](#)

There are two types of forms available on the OneView Parent portal. Those on the left-hand side under the ...Back To School section you will find electronic forms, which you complete and submit online. These forms also contain agreements such as the Acceptable Use Policy, One to One Laptop Agreement and more. Each policy is available as a full .pdf document so that you can read the entire agreement prior to submitting your electronic form(s).

Under the Printable Forms Library are forms that must be printed, completed and returned to the school district **only** if they apply to your student(s).

The following forms are required:

- Student Information & Emergency Medical Authorization (one form)

If you fail to complete and submit this required form your student will not be allowed to participate in their career technical lab.

Optional forms:

- Vehicle registration – only required if your student will be driving to Upper Valley Career Center
- Prescription medication form – print, complete and return only if your student is required to take prescription medication while at school
- Immunization exemption form – print, complete and return only if you are requesting a waiver for immunization(s).

There are additional help documents provided for each of the online and printable forms. To access these additional help documents click on the Dashboard Homepage button and select OneView Help under the Parent Links section.