**Fort Loramie Local Schools – Ho**[**w To Create Account**](https://vanburen.esvportal.com/)

Parent Login web address: <https://loramie.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.

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 Fort Loramie 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:

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Name

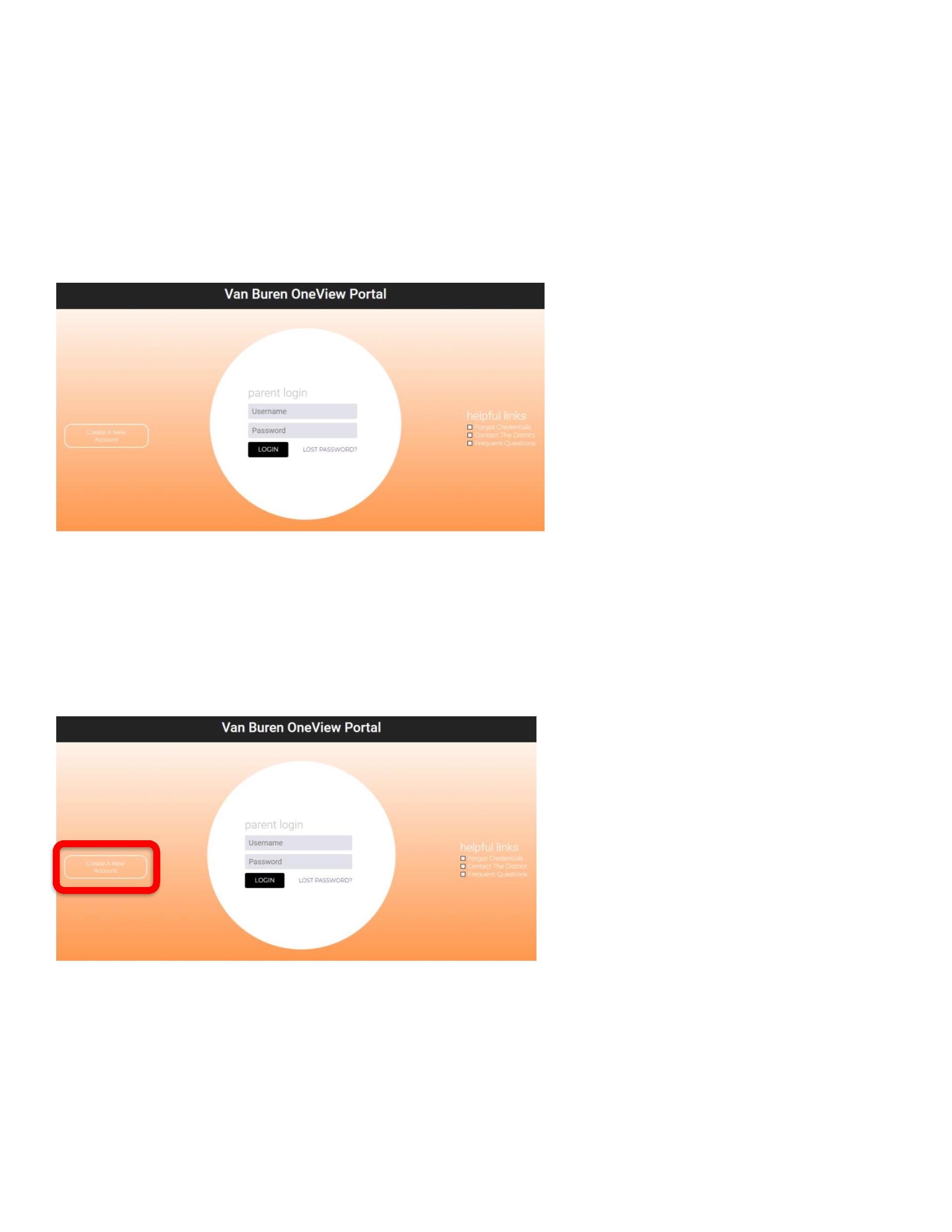
Email Address

Account Login ID – this is created by you and not supplied by the district

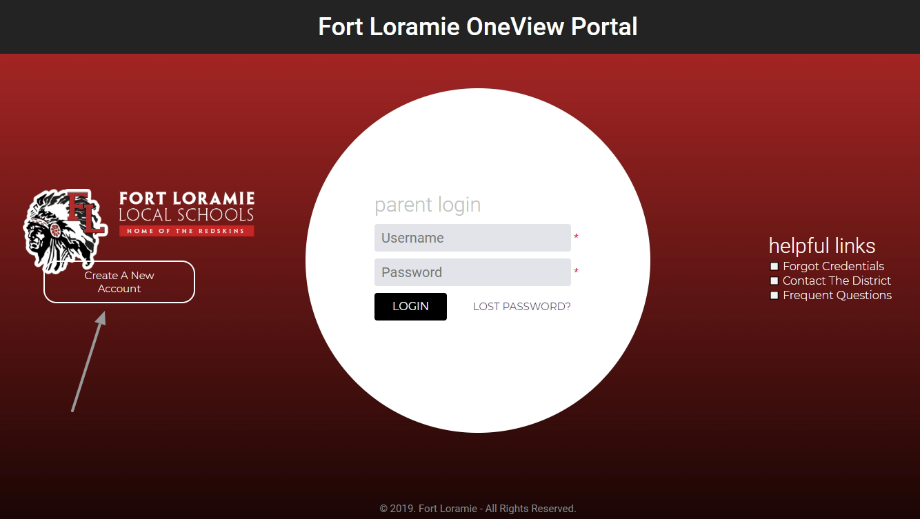
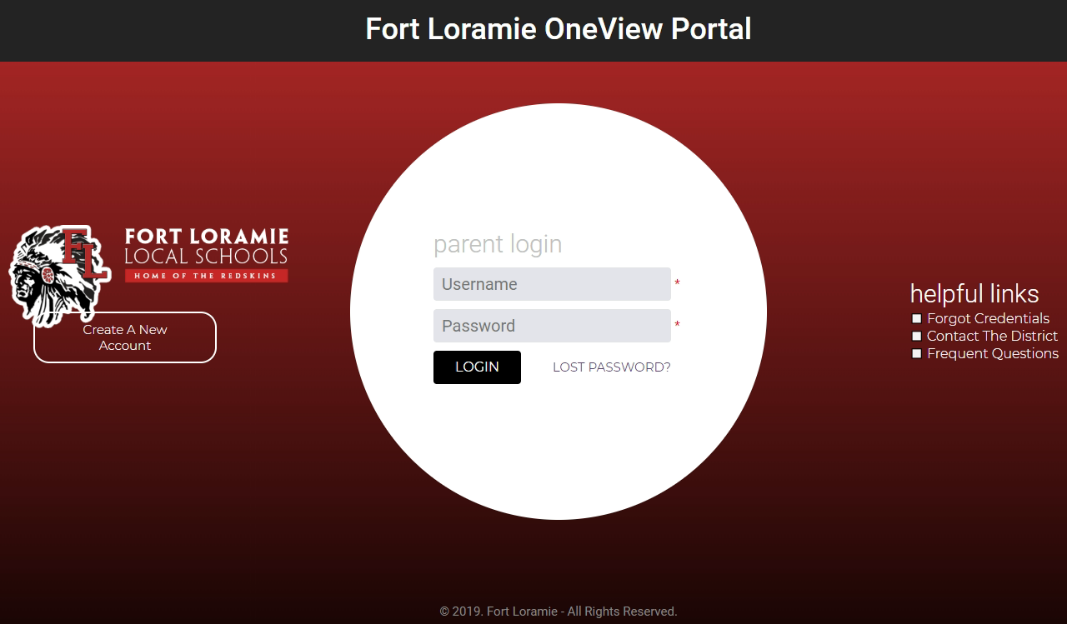
Password

Forgot Password Question/Answer, and a

Pin Code (The PIN code is used for verification and can be any 4 or 5 digit number).



* From the district website, you may click on the link OneView Portal. You will then be taken to the OneView Parent Login page.



Create your own parent username.

IMPORTANT – select forgot password question

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:

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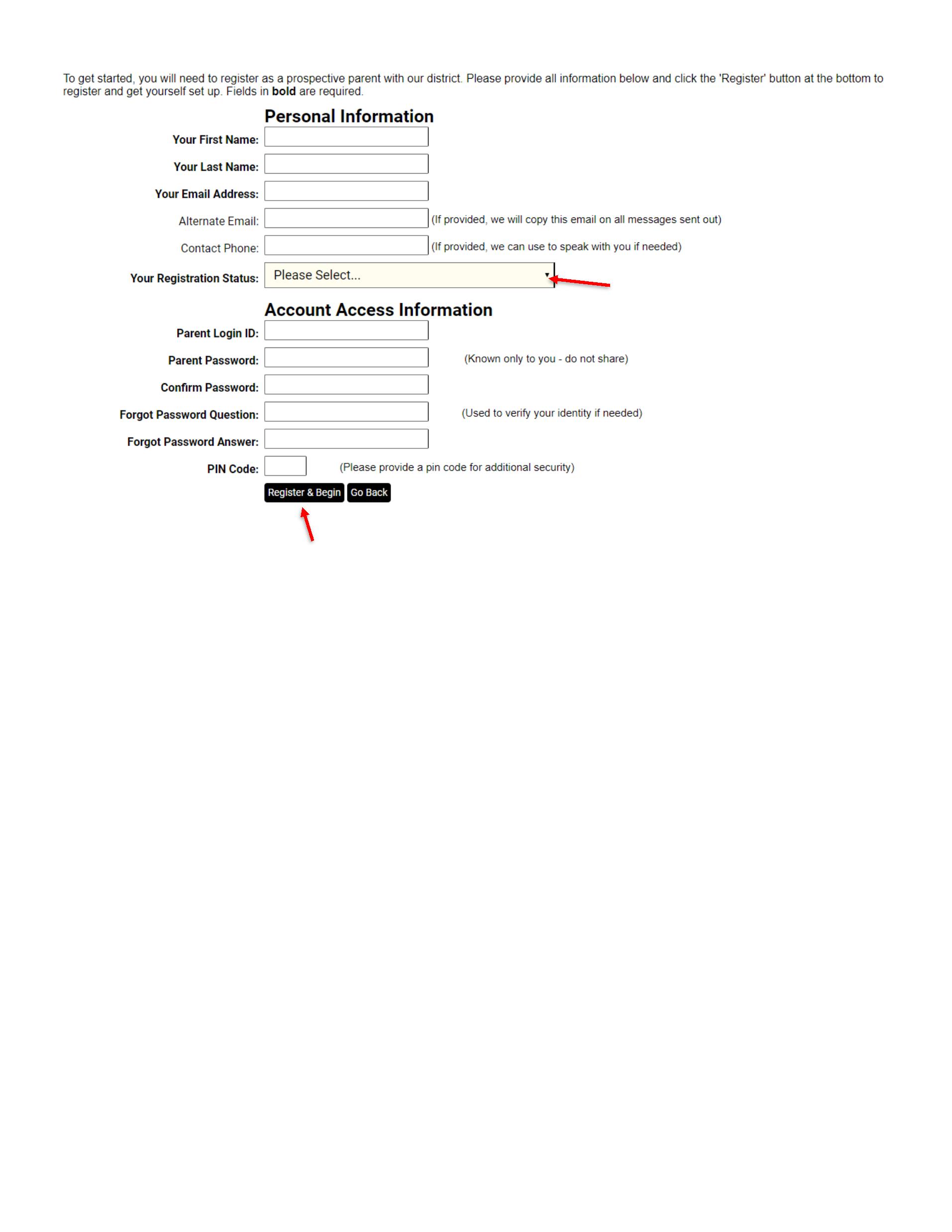
**Student’s last name**

**Grade level**

**Date of birth**

**Student ID number (can be found on ProgressBook or by contacting the building secretary:**

[**shelley.middendorf@loramie.k12.oh.us**](mailto:shelley.middendorf@loramie.k12.oh.us) **or** [**jody.ruhenkamp@loramie.k12.oh.us**](mailto:jody.ruhenkamp@loramie.k12.oh.us) **)**



**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.

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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.

Pull down menu if

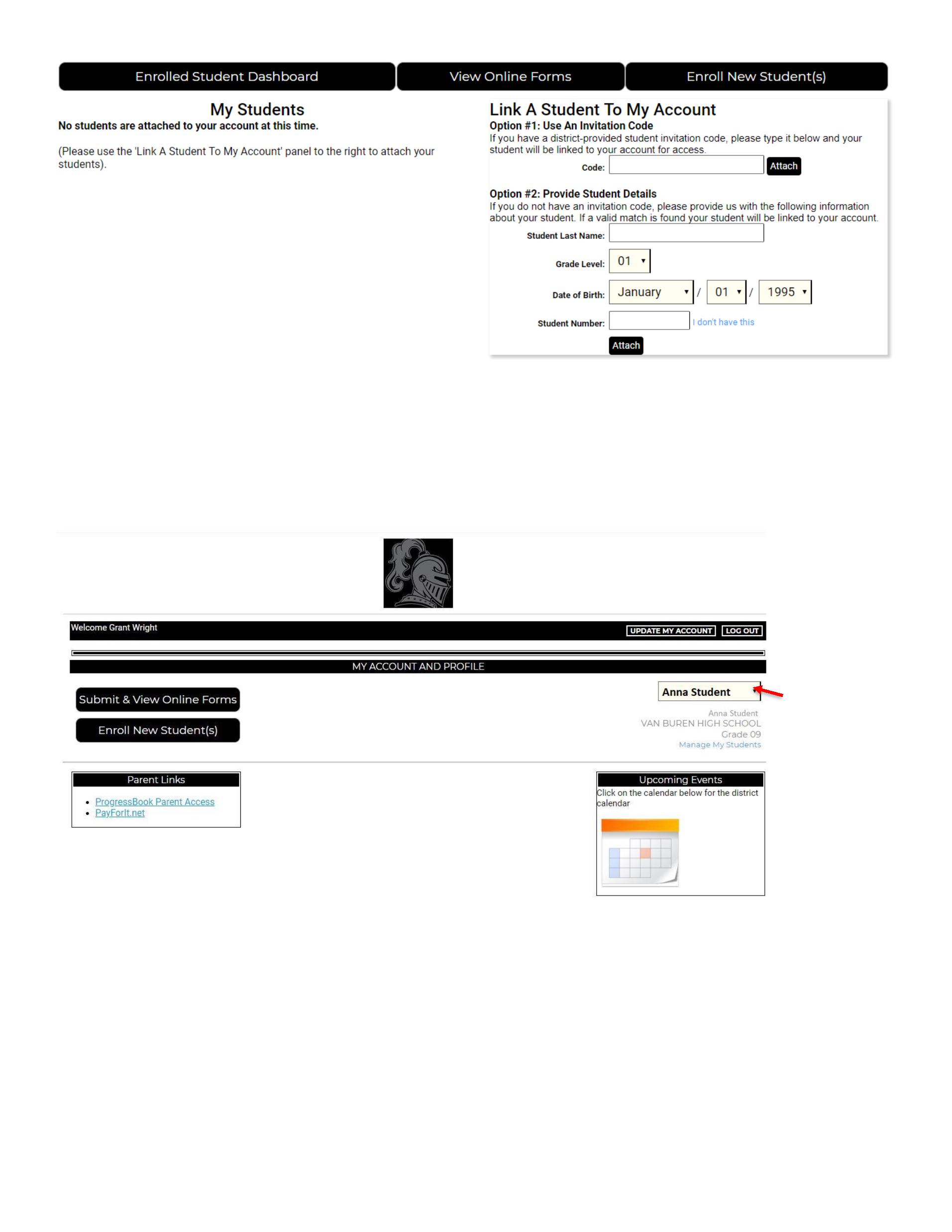
you have more

than one student

registered

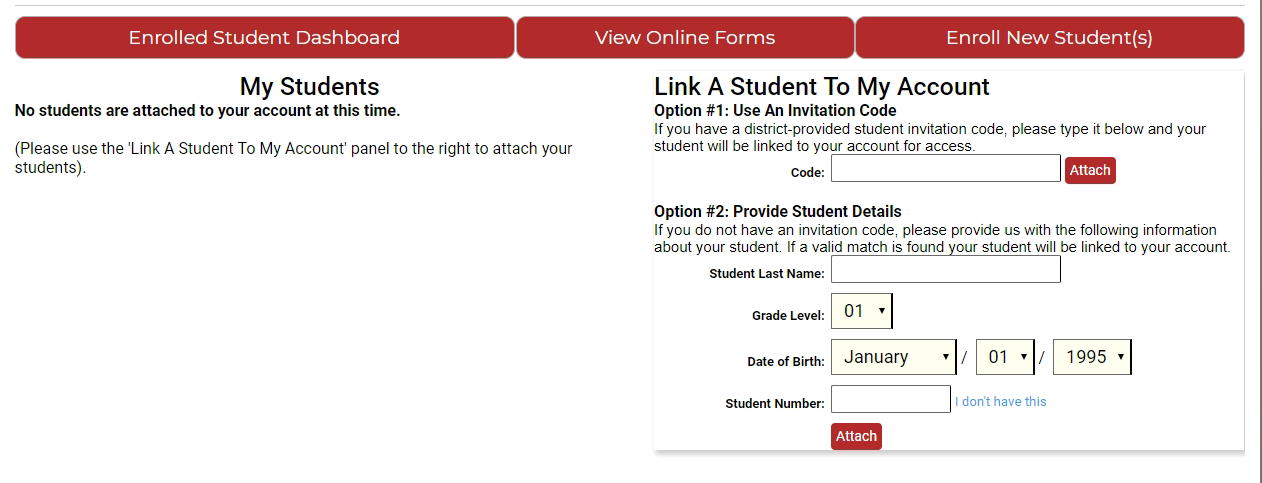
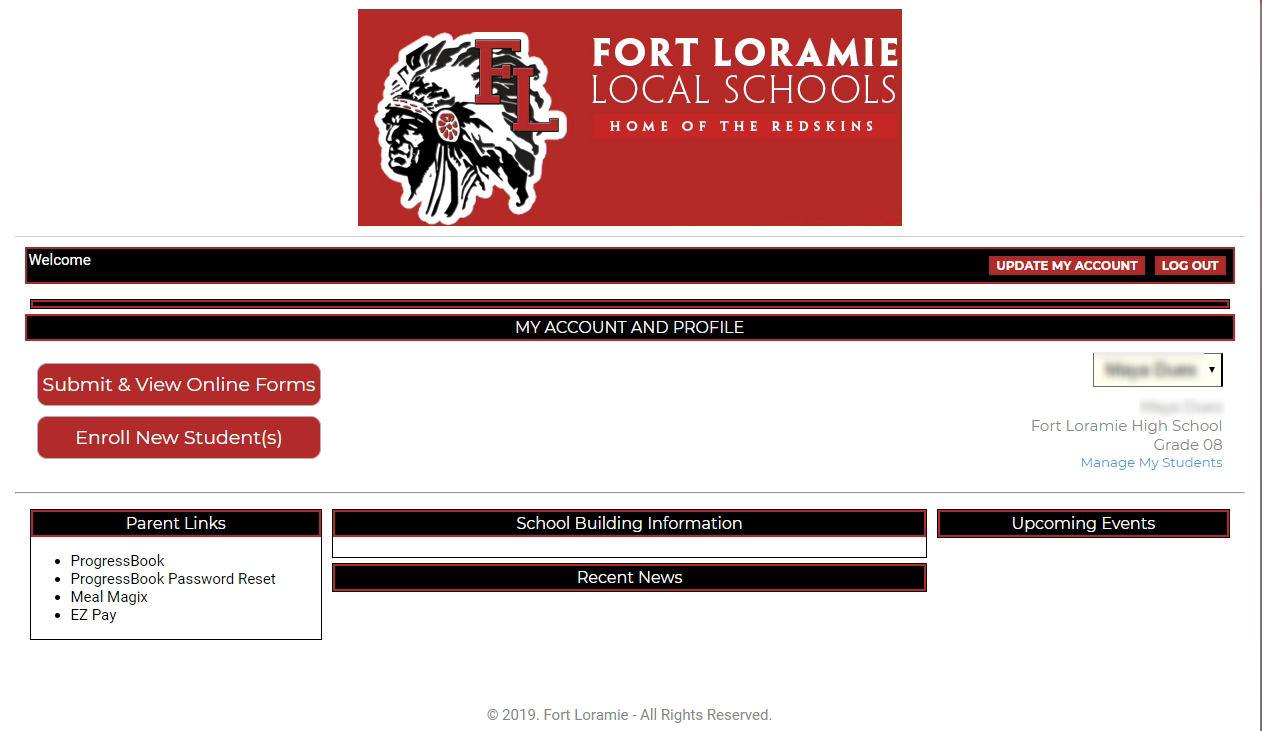
Parents can manage their students by clicking “Manage My Students” and can manage their own account

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 and are attending Fort Loramie Local Schools.**



**STEP FOUR: FILLING OUT AND SUMBITTING 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.

Forms to be completed:

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Emergency Medical Form

Athletics Form

Medication Forms (If applicable, these will need to be printed, completed, and submitted to the school

office)

If you have any questions about the Athletics Form, please contact **Mitch Westerheide** at [**mitch.westherheide@loramie.k12.oh.us**](mailto:mitch.westherheide@loramie.k12.oh.us) **or call the office at 937-295-3342.**

Please click on the links provided to each document. Fill out all the information required and when done, be sure to click on **SAVE & SUBMIT**. You will then be notified if your document has been approved. (Once your EMA form has been approved, you may then complete your Athletics Form).

