

## OneView Parent Portal Instructions

For the 2017-2018 school year all parents will need to set up a OneView Account to complete needed Vantage forms and access ProgressBook (grade information). Follow the steps below. Questions can be directed to Student Services at 1-800-686-3944 ext 2126 or 2032. You need an email to do this. (Emails can be created for free at mail.google.com).

To complete this process, you will need the following information.

**Student Name and Invitation Code or Vantage Student ID.** If you need these, please call the number above for assistance.

1. **Navigate to <https://vantagecc.esvportal.com> Create a New Parent Account**

*Procedure to complete:*

- Click on the "Create A New Account" button
- Set yourself up as a parent. All parents (both current and newly-enrolling parents) will be expected to create an account to access the system.
- Once logged in, go ahead and log back out immediately.

2. **Log In As A Parent and Attach Students**

*Procedure to complete:*

Use the credentials provided in Step One to log back into the tool, then click on **"Manage My Students" or "Attach students to your account"**. Type in **the invitation code provided above**, or type in a student's last name, grade level, DOB and student ID# (a four-digit number found on the student schedule) to attach. If a match is found, the student will display on the left-hand side under "My Students".

3. **While logged in, navigate to the Enrolled Student Dashboard.**

**NOTE: For this step you must have attached at least 1 student to your parent account.**

*Procedure to complete:*

- Click on the "Enrolled Student Dashboard" or log out of the system and log back in with your parent account credentials. Either way, you should be taken to the OneView Parent dashboard homepage.

4. **While logged in, navigate to "Submit and View Online Forms".**

**NOTE: For this step you must have attached at least 1 student to your parent account.**

*Procedure to complete:*

- Log in with your parent credentials, and from the OneView Parent dashboard, click on **"Submit and View Online Forms"**. **Complete the form and click "Save and Submit" at the bottom of the page.**