

# Parent OneView Instructions

Please complete your forms before the first day of school.

## FREQUENTLY ASKED QUESTIONS

- **What if I can't remember my login info?** Click on **FORGOT MY CREDENTIALS** on the right side of the log in page.
- **What if I don't have computer access?** All school buildings have computers available for your use. Paper forms will not be handed out. Contact your student's building secretary for more information and assistance.
- **Can I just make a New Account?** No, the system will not let you create a new account if one has already been established for your student. **DO NOT TRY TO CREATE A NEW ACCOUNT – CONTACT YOUR BUILDING SECRETARY FOR ASSISTANCE.**
- **What if I submit the form and realize I've made a mistake?** Please log in and change the information, when finished click **SAVE & SUBMIT TO DISTRICT.** Please do this anytime a phone number, email or any other information should change during the school year.

### Step #1:

- Go to the district website [www.fairfieldunion.org](http://www.fairfieldunion.org)
- Click on the Online Student Registration Link located on the front page under Campus Resources



- Click on OneView Portal Log In

### Online Student Registration and Forms

Quick Links



#### FAIRFIELD UNION LOCAL SCHOOLS: ONLINE STUDENT REGISTRATION AND FORMS

- [OneView Portal Login](#)
- [OneView Parent Letter](#)
- [Creating an account](#)
- [Linking your children to your account](#)
- [Enrolling a new Student](#)
- [Back to school forms](#)
- [I forgot my parent login](#)
- [I forgot my login credentials](#)
- [I forgot my password](#)
- [I forgot my pin](#)

### Step #2:

- Type in your Login Name and Password.
  - Your Login is the email associated with your account.
  - Your password is one you created when you set up the account.
- Click LOGIN

\*\*If you do not remember your Login Name or Password, click on **FORGOT CREDENTIALS**

**Do NOT** create a new account.

If you need further assistance please email [deannathrockmorton@fairfieldunion.org](mailto:deannathrockmorton@fairfieldunion.org).

### Step #3:

- Click on **SUBMIT & VIEW ONLINE FORMS**
- If you have multiple students attending, make sure you have the correct student in context on the right side of the Account Profile
- Fill out [Student Demographics and EMA](#) (link is on the left side of the screen)
- Athletes & Marching Band Members should also fill out [Athletics Grades 7-12](#) forms.  
**\*\*Make sure you click SAVE & SUBMIT TO DISTRICT button at bottom of page for each form.**

Form Name/Title	Status
<a href="#">Student Demographics and EMA</a>	New/Not Yet Started
<b>2020-21 Back To School Forms</b>	
<a href="#">Athletics Grades 7-12</a>	7th - 12th GRADE ONLY

### Step #4:

After successful completion of the EMA section the *Status* should say **SUBMITTED (in green)**.

After successful completion of the Athletics forms, the *Status* should say **Approved (in green)**.

**THANK YOU!**

**PLEASE NOTE:** If you need to make ANY changes in your information during the school year please login and update the information. Click **SAVE & SUBMIT TO DISTRICT** at the bottom of the form