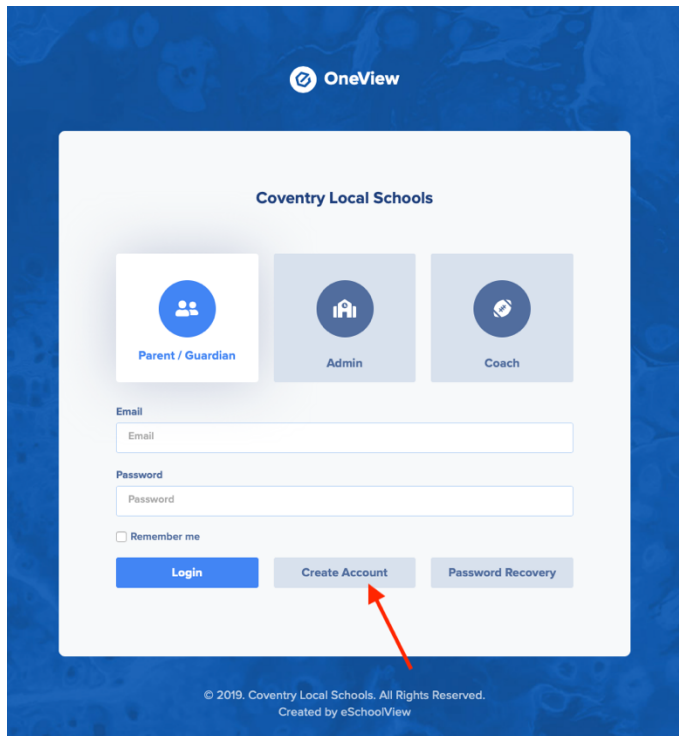




COVENTRY LOCAL SCHOOLS OneView Account Setup

- > On your phone or computer visit:
www.coventry.esvportal.com
- > Select **Create Account**

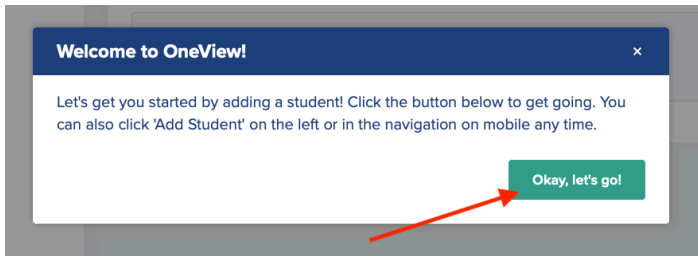


- > Complete the required fields in bold: **First Name, Last Name, Email Address, Password, Confirm Password, Security Question, Security Question Answer, and PIN Code.**

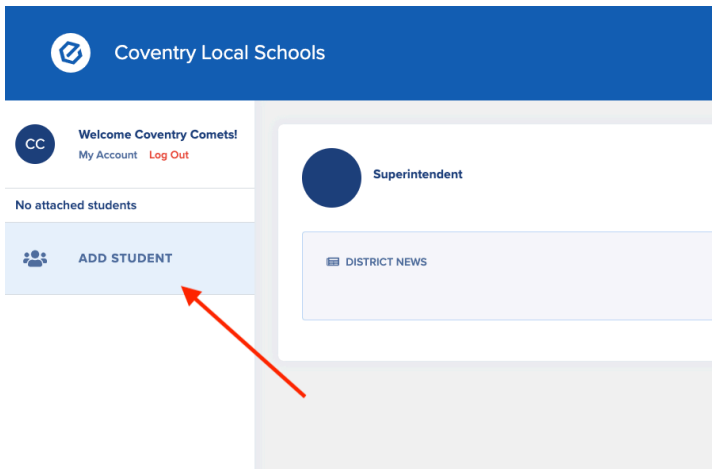
PIN Code: A 3 to 6-digit number you create.
This code is used for password recovery and identification confirmation.

- > When complete, click **Register & Begin.**

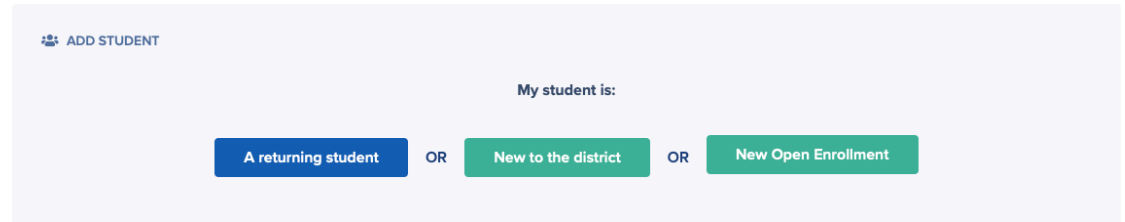
> Select 'Okay, lets go!'



> Select 'Add Student'



> Select the type of student you wish to add
Returning student **New to the district** **New Open Enrollment**



> Enter the requested information.
Students enrolling in kindergarten must be 5 on or before July 31 of the school year of enrollment.

A screenshot of the "Enroll a New Student" form. The header is "ADD STUDENT" with a plus icon. Below the header is the title "Enroll a New Student". The form contains the following fields:

- First Name:
- Last Name:
- Date of Birth:
- Enrolling Grade:

At the bottom right of the form is a green button labeled "Begin New Enrollment".

ADDITIONAL INFORMATION: The system will generate an email confirming your submission along with any items that may still need your attention. Be sure to look for further communication from a district representative for additional instructions if necessary.

Repeat these steps for any additional students.