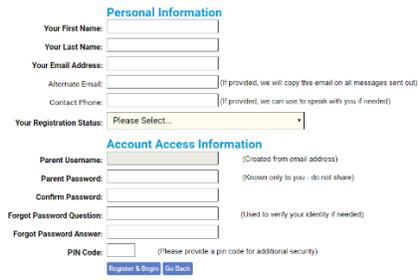
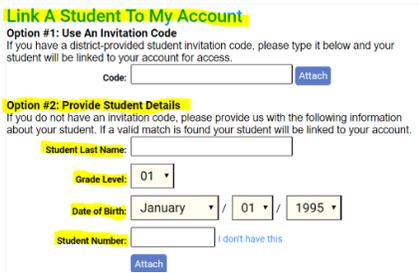
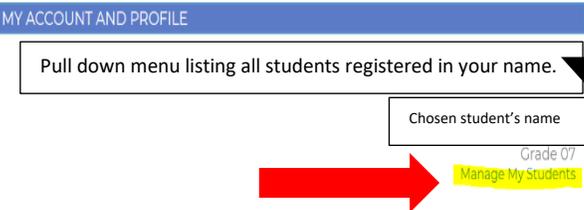
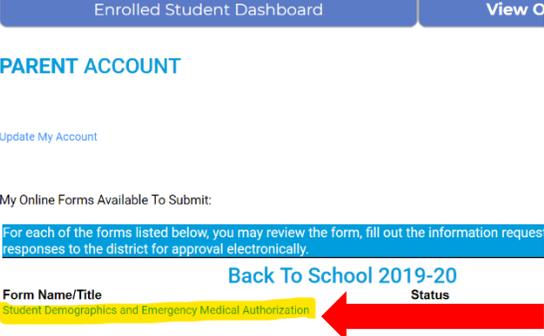


Instructions for Creating an Account in OneView

<ol style="list-style-type: none"> Go to http://www.mapleton.k12.oh.us/ Choose "Registration" from the menu bar <ul style="list-style-type: none"> If you registered a Preschool or Kindergarten student, you already have an account—log-in and skip to #10. Click Create a New Account (on the left) 	
<ol style="list-style-type: none"> Complete Personal Information <ul style="list-style-type: none"> Use an email you access regularly Your email will be your username Complete Account Access Information--Create your own: <ul style="list-style-type: none"> Password Security question/answer Pin code <p><i>Store the email & password for ongoing use.</i></p>	
<ol style="list-style-type: none"> Choose option #2 under "Link Students to My Account" Fill in Student Last Name, Grade Level, and Date of Birth The Student Number is on the top of the enclosed letter Click Attach 	
<ol style="list-style-type: none"> If you have other students, click "Manage My Students" to add additional students that are already registered at Mapleton. <ul style="list-style-type: none"> Note: The Enroll New Student button should only be used for students that are new to Mapleton. Once all students are registered, use the pull-down menu to begin completing forms for each student. 	
<ol style="list-style-type: none"> Choose Submit and View Online Forms 	
<ol style="list-style-type: none"> Choose "Student Demographics and Emergency Medical Authorization" under the Form Name/Title Heading Complete Forms for each student. If your child is a returning Mapleton student, much of the information is already loaded and will just need updated. <ul style="list-style-type: none"> Student Demographics & Medical Authorization Parent/Student Agreements The forms may be saved and submitted to the district later if not completed once you get started. When all sections are complete, digitally sign, save and submit to the district. 	
<ol style="list-style-type: none"> If you qualified for Free & Reduced Lunch, complete the online application. Only one application needs completed per family. <ul style="list-style-type: none"> https://www.payschoolscentral.com 	<p>You can also access the application anytime throughout the school year by clicking on the PaySchools logo in the Lunch Menu/Food Service page of the Mapleton Webpage. Helpful PaySchools links are also available on this page.</p>

