

These instructions are intended to help the parent/guardian accessing the Minford OneView system for the first time to help with creating their account and linking their students to their account. If you have already created your account and need help with filling out the forms, please check out the link on the login page for the Instructions for Submitting Forms.

1. Access the Minford OneView Portal at: <https://minford.esvportal.com/>

Create A New
Account

2. Click the button that says "Create A New Account"
3. On the Account Creation webpage, you are **required** to fill out the fields that are in **Bold**. This includes the **Parent's first and last name**, an **email address**, under "**Your Registration Status**" you will want to indicate that "I have student(s) already in the district".
4. Your **Parent Login ID** will be required to be your email address. So as you type in your email address at the top, it will auto-fill in your **Parent Login ID** with the same email address. This will simplify things in the future when you're unsure of what your login ID is. Then enter what you want your **password** to be. The requirement is it must be at least 6 characters and have at least one letter and one number. Then you will create your **Forgot Password Question and Answer** as well as a **Pin number** (These will only be used if you forget your login information in the future.)
5. Once all of that information has been entered, click the "**Register & Begin**" button. Again, once you have done this, you will no longer ever need to create another account. Please keep your username (email address) and password saved somewhere for later use as needed.
6. At this point you should be at the main Dashboard where you can link your students to your account. There are two ways you can link a student to your account. One way is with an Invitation Code which can be obtained from your guidance counselor OR if you know your child's school student ID number (same as their lunch code), you can link them with that, as well as their birthdate and grade information.

Link A Student To My Account

Option #1: Use An Invitation Code

If you have a district-provided student invitation code, please type it below and verify your student's last name and your student will be linked to your account for access.

Code:

Student Last Name:

Attach

Option #2: Provide Student Details

If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.

Student Last Name:

Grade Level: 01

Date of Birth: January / 01 / 1995

Student Number:

[I don't have this](#)

Attach

7. To link your student or students simply either type in the invitation code and student last name and click Attach or if you're using Option 2, enter the Student last name, grade level, date of birth and Student Number (Student ID/Lunch Code). And then click the Attach button.
8. At this point you should have your students assigned to your account that you've created. You should never have to do these steps again. Please remember your username (email) and password that you created as you will continue to need these to fill out online forms for your students in the future.
9. Once you've created your account, if you have problems logging in, you can click the Lost Password? Link on the login page in order to reset your passcode as long as you remember the email address that you used and your security questions. If you still can't get logged in, you can contact Support@minfordfalcons.net for further assistance.
10. With help filling out the actual forms, please click the link on the login page for **Instructions for Submitting Forms**.