



## Parent OneView Instructions

Located on the front page of the district website [www.cwschools.org](http://www.cwschools.org)

Click on the red folder to begin.

Online forms must be completed every year.

If you need assistance with login information please email:

Brigid Krueger [bkrueger@cws.us](mailto:bkrueger@cws.us) or call 614 920-2635

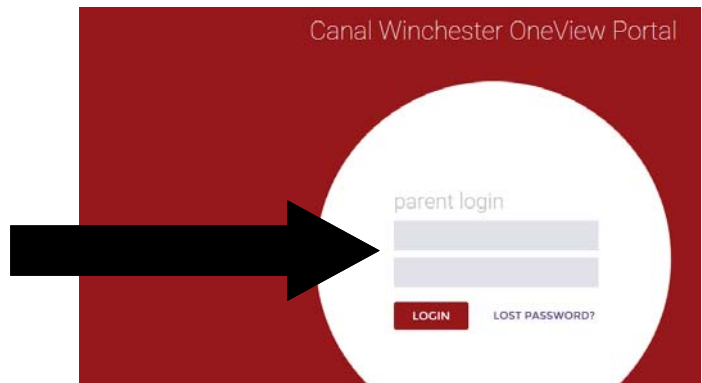
### #1

- Go to the district website [www.cwschools.org](http://www.cwschools.org)
- **Click on the RED Parent OneView Link** located on the front page



### #2

- **Type in LOGIN ID**
- **Type in PASSWORD**
- **Click on LOGIN**



⇒ If you do not have your login or password click on **FORGOT CREDENTIALS**

⇒ You **CANNOT** create a **NEW** Account if you already have an account.

If you need further assistance please email:

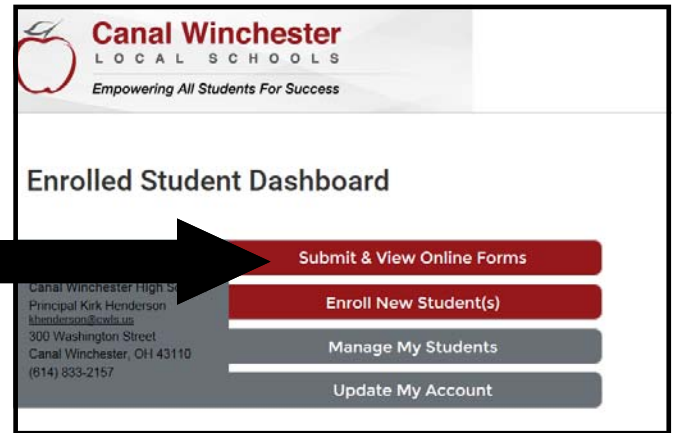
Brigid Krueger [bkrueger@cws.us](mailto:bkrueger@cws.us) or call 614 920-2635

### #3

#### Click on **SUBMIT & VIEW ONLINE FORMS**

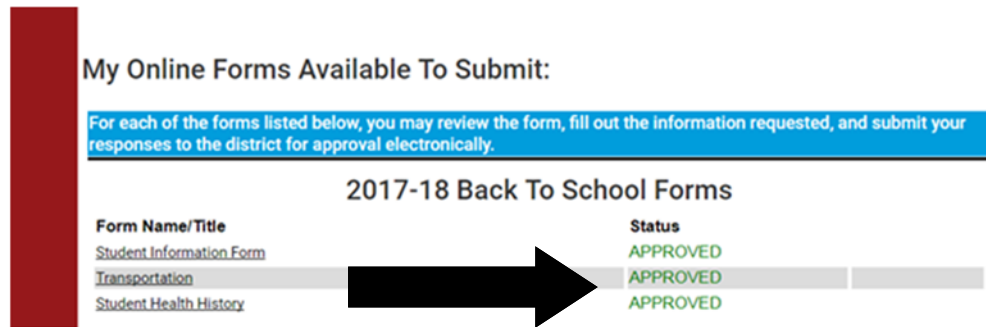
- Fill out Student Information Form
- Fill out Student Health History
- Fill out Transportation Form

Make sure you click **SAVE & SUBMIT TO DISTRICT** button at bottom of page for each form.



### #4

After successful completion of each form the **Status** should say **APPROVED (in green)**



## THANK YOU!

If ever there are ANY changes in your information during the year please login and update the info and click **SAVE & SUBMIT TO DISTRICT** at the bottom of the form to send to the district.

IF you would like to change your password or login information

- **Click on UPDATE MY ACCOUNT**
- Make changes
- Click **SAVE CHANGES**

