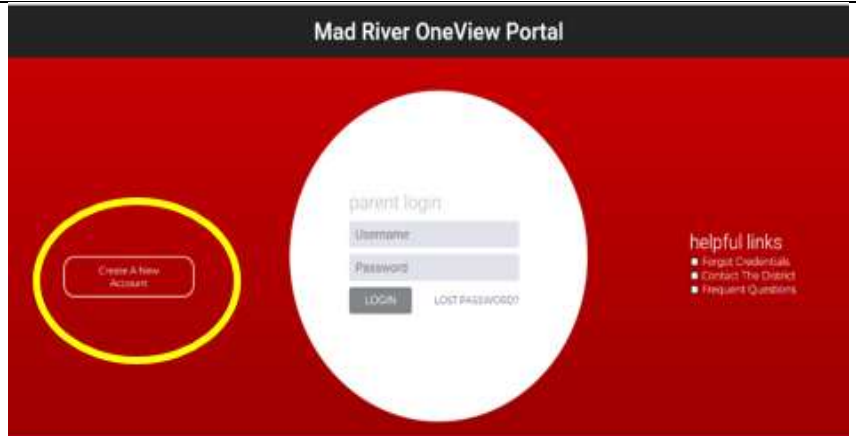


## Mad River Local Schools Enrollment Portal Instructions

1. Go to <https://madriver.esvportal.com/>

2. Click on the “Create New Account”

*\*You may already have a One View Parent Account based on a student that you enrolled with us in previous years. You will log directly into that parent login and automatically go to #6 below and add your additional students.*



3. Fill in Personal Information

4. Create your own

- Username/Password
- Security Question/Answer
- Pin Code

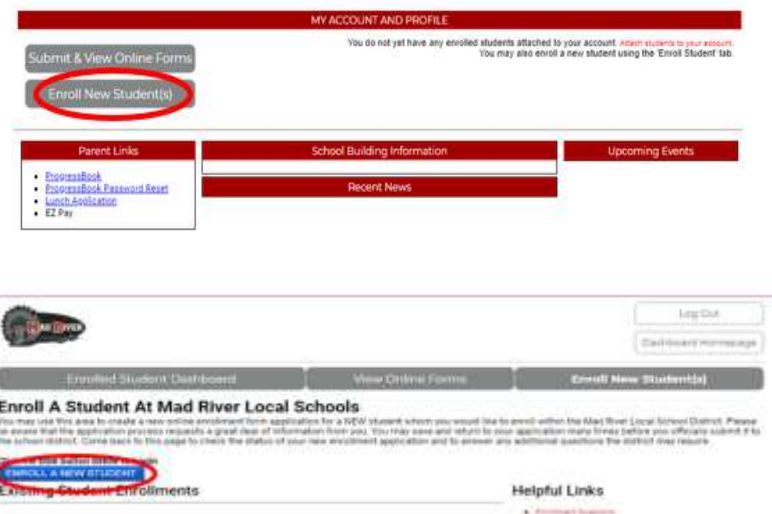
*Please be sure to create a username/password/pin code that you will be able to easily remember. For example, use the username/password you already use to check your student’s grades in Progress Book.*

5. Click Register and Begin

*\*You will receive a confirmation email once you have set up your parent account.*

6. Click the button labeled “ENROLL A NEW STUDENT” this will take you to a form to fill out your child’s information.

**\*\*You will need to click “ENROLL NEW STUDENT” in two separate screens.**



7. Please complete as many fields in the form as possible. Once the form is completed click on the red box labeled “SAVE & SUBMIT TO DISTRICT.”



**Grades K-4** – You must *schedule an appointment* via your building's webpage in order to finalize enrollment. Please visit your student’s assigned building website and click on the scheduling tab.

**Grades 5-12** – Please contact the building directly regarding finalizing your enrollment.