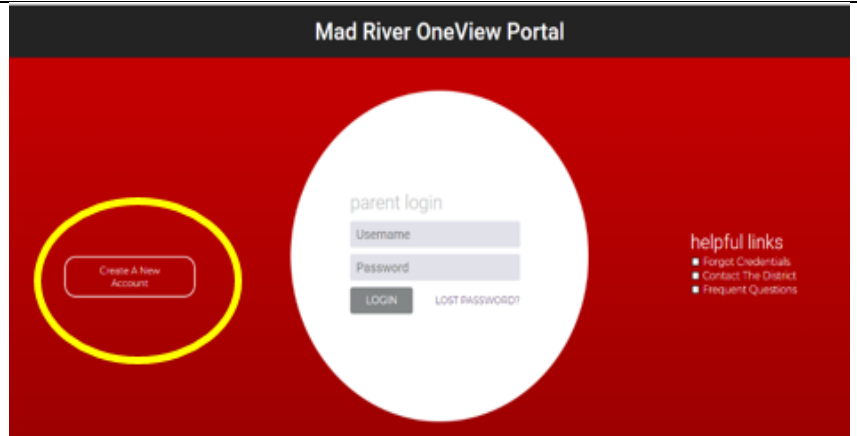


Mad River Local Schools Enrollment Portal Instructions

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

2. Click on the "Create New Account"***

**** If you already created a Parent Account based on a student enrolled in our district, please log into your current account and follow the directions below under #6 to add your student.**



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."

Please note - Once your application has been submitted and received, your student's building secretary will reach out to you regarding documents needed to finalize the registration process.