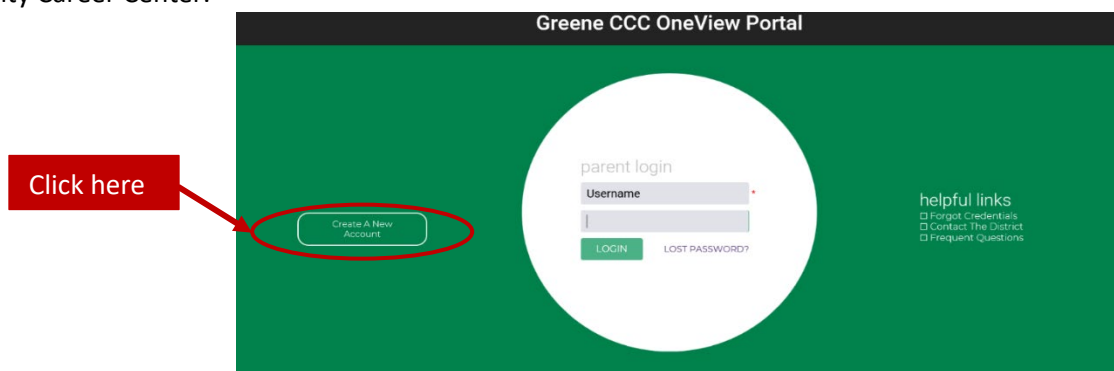


IMPORTANT: Directions for Student Online Forms

Every student is required to complete online forms by August 18, 2021. Incomplete information, or failure to file forms, will impede your student's learning progress. A GCCC-issued laptop will not be assigned to your student until all online forms are completed. If you need assistance in completing forms, computers will be available during Back to School Night on August 12th, 4:00-7:00 pm.

Unique invitation code to attach your student's account:

To complete the OneView online forms, go to www.greeneccc.com and select *Parent/Students* tab to begin. Select *OneView Forms* from drop down box. This opens the Greene CCC OneView Portal, where you may create a new account. Please note that if you have used OneView at other schools, **you will still need to create a new account** for Greene County Career Center.



If you create your account and immediately go to the next page, you can then enter your invitation code. If you create your account and decide to continue the rest later, the next time you log in it'll be on the "My Account and Profile" page. Then on the right side of page click on "Attach Students to your Account", and you will enter your invitation code for your student (above).

Next click on the "Submit & View Online Forms" and you will see "Back to School 2021-2022", begin with Emergency Medical Forms & Policies.

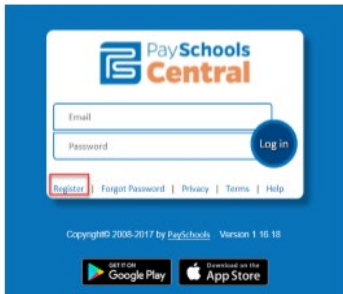
Please take a moment to familiarize yourself with PaySchools Central. This program allows you to pay school fees and manage your student’s meal program. This program enables you to add money to student meal accounts, receive low balance alerts via emails, set up automatic replenish payments and view account/purchase activity. Funds may still be added with cash, check or credit card by calling or visiting the Treasurer’s Office or Supply Room or with cash or check in the cafeteria. If you have questions or need assistance, please contact the Treasurer’s Office, 937-372-6941x1151, bstrunk@greeneccc.com or eanderson@greeneccc.com.

Follow the steps below to create an account for your student. If you have an account at a previous school, you will need to create a new account for Greene County Career Center. The link can be found at www.greeneccc.com under Parents/Students, Food Services, link to PaySchool Central. There is also a Parent Guide and a link to the application for free or reduced meals.

Free/Reduced meal application needs to be submitted online every year to qualify for free or reduced status.

Registering at PaySchools Central

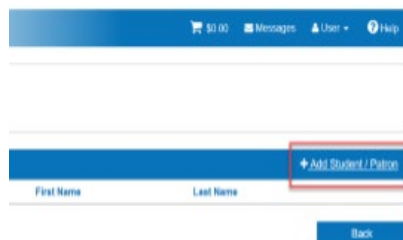
1) To register, go to payschoolscentral.com and select the register option below the Email and Password fields.



2) Once on the ‘New User Registration’ page, fill out all required fields marked by the red asterisk. Be sure to check the User Agreement and click the box before selecting Register.

3) Once the registration has been submitted, an email will be sent to you with a link to activate your account and set your password. THIS LINK IS ONLY VALID FOR 30 MINUTES. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.

1) Upon logging into the system for the first time, you will be prompted to add a patron to your account. Follow the Click Here link, then the Add Student/Patron button to add your student’s information.

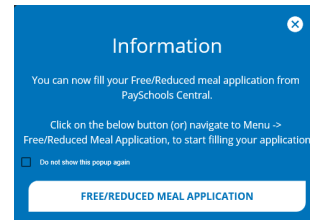


2) Enter student information: Your Student’s information must match the details provided to you at registration by your school. PaySchools CANNOT provide student information. If you have any questions pertaining to student information, please contact GCCC at 937-372-6941.

3) Once all information has been entered, press Register button.

*** Once you have your PaySchools Central account set up, you can begin your Free/Reduced meal application.**

- There are two ways to access the application: Once signed on, you will see the popup with an option to complete your application.



- Additionally you can access the application from the menu options on the right side of the screen.

