

One View New Student Enrollment Instructions For Parents

The URL is: <https://eastknox.esvportal.com/>

1. Click on the “Create New Account” button.
2. Follow the instructions to create your own account.
3. Once you have logged in, click on the “Enroll New Student” Button

This will take you to another page. Read carefully and then click on “Enroll A New Student”

Follow all the prompts until you have completed all the requested information. It will not let you submit the data until all questions have been answered.

Once you have submitted your child’s information you can then enroll another child or log out. An email will be sent to yourself and the building secretary notifying her that you have completed the enrollment process.

You will need to provide the following information to the building secretary:

1. Birth Certificate
2. Immunizations
3. Proof of Residency
4. Custody/Court Documents if applicable