



## Duval County Public Schools Account Registration

### 1. Create a Duval County Public Schools Public User Account:

<https://oneview.duvalschools.org/sites/PublicUserRegistration/Pages/Enrollment.aspx>

### 2. Follow the on-screen directions to complete the form.

- Be sure to enter your first and last name, your personal email address, and password when creating the account.
- Make note of the email address and password you used as it will be used again in the future.

### 3. If applicable, link your child to your account on the Student Information page by entering their school name, student ID#, and last name.

- Note: You can connect all of your children within this one account. You do not need to create a separate account for each child!

### 4. Confirm your account information and click Finish.

### 5. Go to the email account you used to create your user account and open the email

from [FIMservice@duvalschools.org](mailto:FIMservice@duvalschools.org). Click on the 'Email Validation Link'.

- Your email account must be verified within 7 days using the link from the email.

### 6. After verifying your email account through the email from [FIMservice@duvalschools.org](mailto:FIMservice@duvalschools.org), you now have 21 days to visit your child's school to

validate your Parent/Guardian account and student link.

- Be sure to take a photo ID to the school and have a staff member approve your request.

### 7. Within 24 hours after the school verifies your account, using the email address and

password used to create your Parent/Guardian Account login to OneView or Focus.