



# Registration Gateway

Intelligent Online Student Registration

Our Back To School online portal is READY TO USE! Parents of all students attending Licking Valley Schools will be required each year to log into the portal in order to confirm and update information for your students, and to confirm your understanding and compliance with annual agreements tied to the student handbooks for each school. This new, easy to use portal takes the place of a lot of the paper forms that have been sent home with students in the past, and the portal can be accessed from ANY device that has access to the internet, including your cell phones! In order to access the portal, click on the following link: <https://update-lickingvalley.laca.org/>.

You'll see a Licking Valley Back To School page, asking for a Username and Password. For each of your students, the Username consists of the student's FirstName, LastName, and Date of Birth in the format MMDDYYYY, with NO spaces. For example, **JohnDoe01022010**. The password is your student's **six digit Student ID number**.

Once you're logged in you'll see an Edit button, which you'll click to begin the update process. A full set of instructions can also be found on the Registration Gateway links page, directly below the link to the Back To School login. Please make sure to complete ALL fields with a red \* beside them as these are required.