



It's time for BACK TO SCHOOL!!! This year, Licking Valley Schools is providing parents the ability to complete required back to school "paperwork" online using our new Back To School portal from Registration Gateway! You as a parent can also make changes to emergency contact information including phone numbers, email addresses, etc., eliminating the need to contact your child's school to make these changes. Parents will be <u>required</u> to log into the Back To School portal for <u>each</u> of your children and complete the online update process. The Back To School portal also includes annual parent and student agreements, such as the student handbook, acceptable use policies, etc. that used to have to be completed on paper and sent to school with your children. The Back To School portal eliminates all the paper! Using the portal is simple:

- 1) Go to the Licking Valley District web page (<u>www.lickingvalley.k12.oh.us</u>).
- 2) Click on the Parents tab at the top of the page.
- 3) Click on the New Student Registration/Back To School Portal link on the left side of the page.
- 4) Click on the Current LV Families Back To School Portal link on the right side of the page.



The Back To School portal login consists of a Username, which will be made up of your student's First Name, Last Name, and Birthdate in MMDDYYYY format. For example, JohnDoe01012001. The password is your student's six digit Student ID number. Enter those and click the Login button to get started.

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🔡 Apps 📒 Registration Gateway 🕜 eSchoolview Web S 📙 Personal Accounts 🔹 InstantCo	nnect 👔 NWEA UAP Login 🔘 Ohio's State Tests 🔅 Harris eSupport 🥜 Log in - VMware ESXi 📒 Imported From IE 🛛 👋 📙 Other bookmarks
	PaytonBeaver11022001 Logout
LICKING VALLEY BACK TO SCHOOL	? 命
	Update Status Page Licking Valley Back to School
Update Logout	This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist as you may need it after this Gateway process.
	First Name Last Name Status C Edit Your Action Needed
	GatewaySuite Student Lifecycle Solutions for KI2

All you need to do once you are logged in is click the Edit button to the right of your student's name to get started. Then, you'll be able to proceed through all of the screens to complete the process. On each page you need to be sure that any box that has a red star beside it (*) is filled because these fields are required. When you get to the bottom of each page you'll see a SAVE AND NEXT button. Click that button to move on to the next page. If you see a message telling you that there is a required field that is not filled scroll back up, enter the data, and then click on the SAVE AND NEXT button again to continue.

Once you complete the last screen in the process here's what you'll see:

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Apps Registration	Gateway 🖉 eSchoolview Web S 🧧 Personal Accounts	🤹 InstantConnect 🚺 NWEA UAP Login 🚫 Ohio's State Tests 🚫 Harris eSupport 🥜 Log in - VMware ESXi 🧧 Imported From IE 🛛 » 🥫 Other bookmark
	Pick Student	5-19% 20-39% 40-59% 60-79% 60-10% Congratulations! You have completed the online portion of the update process. If the district requires any
	Update	documentation, it is listed below. If not, you are done. To view/save a PDF of these instructions and your information, scroll to the bottom of the page and click on the "Download PDF" button.
	Logout	BACK DOWNLOAD PDF CONTINUE
		Your online work is done and Checklist Your online work is done and Checklist Cox Priving guarouant v appress Social restrictions
		Documents required for an update appointment:
		If applicable, the following documents are required by the school district as part of the information update process.
		1. Proof of residency - at least one (1) document from each category (A and B) below:
		Category A

We recommend that before completing the update process that you click on the Download PDF button, which will allow you to save a complete copy of your student's Back To School information. Once you've done that, You're finished!!! You can click on the Logout button on the left side of the screen to log out of the portal. Then, if you have additional students all you need to do is log back in with their Usernames and Passwords and do the same thing for them!

If you have any questions or need help with your student's Username and/or Password simply contact your child's school for assistance. Remember, the Back To School portal can be accessed from your computer, laptop, IPad, cell phone, or ANY device that has internet access!