



Registration Gateway

Intelligent Online Student Registration

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 required to log into the Back To School portal for each 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 (www.lickingvalley.k12.oh.us).
- 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 screenshot shows a web browser window with the URL <https://updatemaint-lickingvalley.laca.org/login>. The page has a dark blue header with the text "LICKING VALLEY BACK TO SCHOOL" and a home icon. Below the header, the main content area is light blue and contains the following text:

Welcome to your Back-to-School update portal

Licking Valley Back to School

Log in using your district-provided username and password.

Username

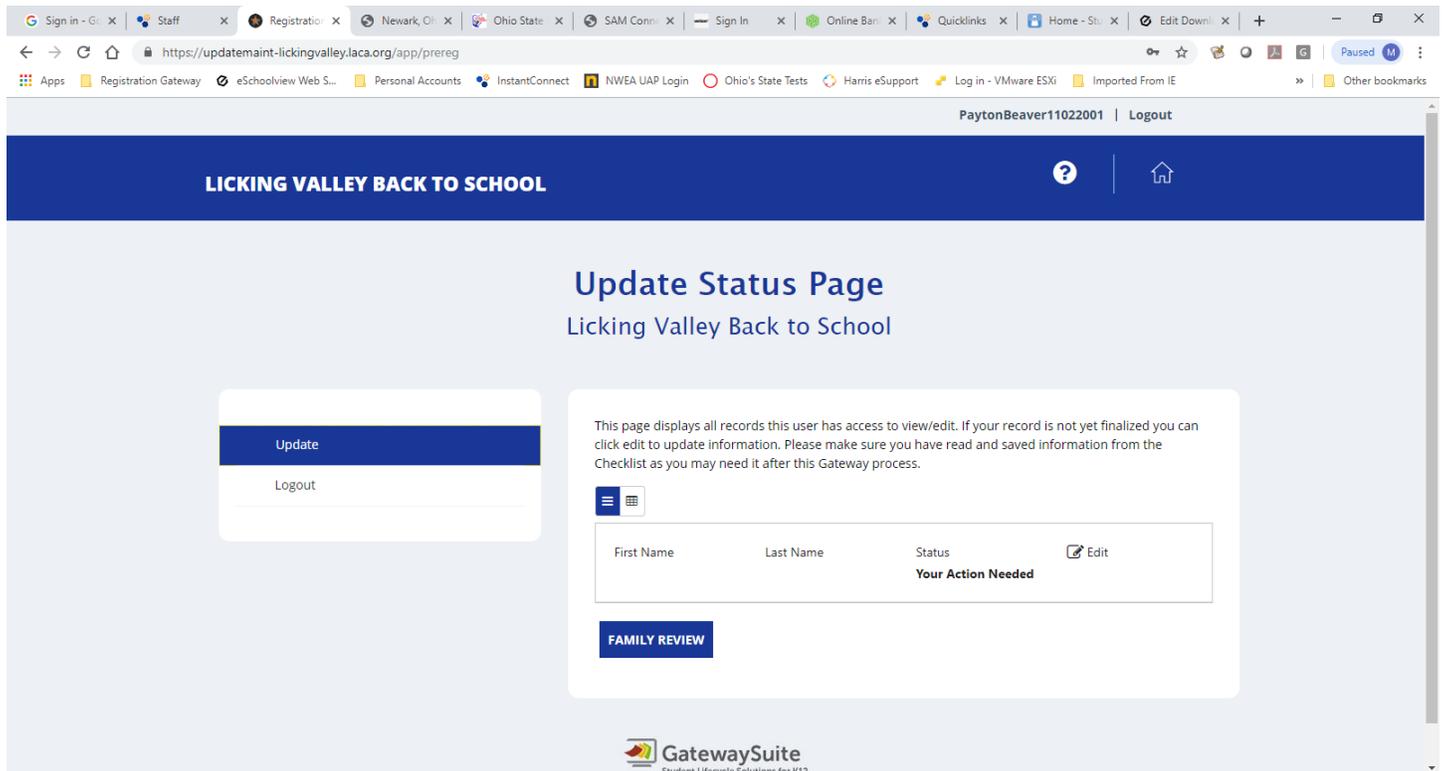
Password

LOGIN

[Return To Classic Look](#)

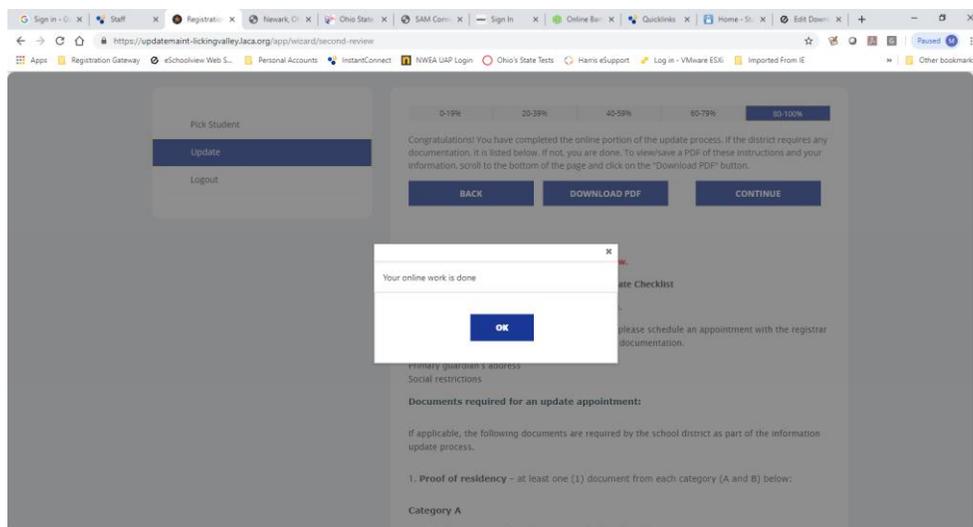
A parent/guardian of a current district student may update contact information here. If you have forgotten your username or password, please contact the student's school.

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.



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:



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!