

## Lebanon Community

### School District

2019-20

## Online Re-Enrollment

School: \_\_\_\_\_

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

PIV Username: \_\_\_\_\_

Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Student ID #: \_\_\_\_\_

For the 2019-2020 school year we will be doing **Re-Enrollment** online. This is how we update your address, phone number, parent information, emergency contacts, health information and permissions. *Your school may have additional forms or tasks that you need to complete in person. Online re-enrollment is only one part of each school's registration process.*

1. To re-enroll your student(s), please go to <https://lebanon.registar.lblesd.k12.or.us/>
2. Click on the Blue Box titled "Returning Students".
3. Enter your email address (this will be your username), create a password and write it down above, then enter the PIV/PINNACLE username. This is a 9 digit number provided to you above.
4. Once you get logged in you will be able to see each of your students in the dashboard.
5. Enter at least 2 emergency contacts that are not listed in the parent/guardian screen. If there is an emergency with your child, we need to have multiple people and numbers to call.
6. Once you complete and submit the registration for each student you will not be able to go back and make changes.
7. If you created your account but haven't finished registering your student(s) you can login later by choosing the Orange Box "Existing User Login".
8. If you prefer to pay fees online, use the provided Student ID # to pay fees via the online payment portal. Choose the left option (InTouch – Activities & Fees). Fees may also be paid in person at registration.

<http://www.lebanon.k12.or.us/departments/business/payment-portal/>

**THANK YOU FOR COMPLETING ONLINE RE-ENROLLMENT**