

LTSD Parent Portal Registration Instructions

Registering for the LTSD Parent Portal is an easy process. You will need your child's student ID number to complete the registration.



Navigate to www.ltsd.k12.pa.us and click on the parent portal icon.



Click on Online Registration to begin the process.

The image shows the 'Registration' page of the Parent Portal. The page has a blue header with the 'Parent Portal' logo. Below the header, there are three tabs: 'Account Information', 'Personal Information', and 'Student Information'. The 'Account Information' tab is selected. The form is titled 'Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal logon information below.' It contains several fields: 'School District' (with a dropdown menu), 'Username', 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'Authentication Question' (with a dropdown menu), and 'Authentication Answer'. A blue arrow points to a button labeled 'Create Account Information >>' at the bottom right of the form.

Begin the online forms by entering the following:

School District: Loyalsock Township S.D.

Create a username and password of your choosing and a valid e-mail address. (password must contain one number)

Select a security question and answer in case you need to reset your password in the future.

You can then continue to the parent information screen by clicking Create Account Information

Account Information **Personal Information** Student Information

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

First Name Example
 Middle Name
 Last Name Name
 Street Address 111 Main Street
 Apartment #
 City Williamsport
 State Pennsylvania
 ZIP Code 17701
 Phone 555 - 555 - 5555

[<< Back to Account Information](#) [Create Personal Information >>](#)

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Step 2 Personal Information

Enter Parent/Guardian name on this screen. Also add Current address, telephone number in this screen and then click on Create Personal Information

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School

Add Student

ID Number 21000 First Name Example Last Name Student
 School LOYALSOCK TOWNSHIP HIGH SCHOOL Grade 11

[Add Student to the above list](#) [Clear](#)

[<< Previous](#) [Finish Registration!](#)

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Step 3 Student Information

Enter your child's student ID number, name, school and grade. If you have more than one child in the district, you only need to enter the information for one child. You will have access to all your children's information inside the portal. Click on finish registration.

Your registration information is compared to the demographic information in our student management system, which will then be approved and activated. Two e-mails will be sent to the email account you provided during the registration process. The first e-mail will confirm your activation. The second e-mail will contain a link that you will click on to complete the final step of the login process. If you have any problems or questions concerning the registration, please email Eric Gee at egee@loyalsocklancers.org