

Online Registration Process: 3 Steps – 3 Sites Getting Started Site Instructions

You MUST have an active Email Address and Parent PIV Number before you begin

The Parent PIV number is a unique code that is on the *LCSD 2019-20 Registration Worksheet* you received from the school by mail or in person.

Registration website: www.lincoln.k12.or.us/enroll/

Step 1 – Site 1



Student Registration

Screen 1

1. Click the blue “Returning Students”.
2. A parent of a kindergartner or a student new to the district will use this button after visiting the school’s office.

Screen 2

1. Enter your personal email address.

Email Address: _____

2. Reenter your email address to confirm.

3. Create a password: _____
4. Confirm your password.
5. Enter PIV found on the worksheet provided.
6. Select Preferred Language.
7. Click the REGISTER button.

Screen 3

1. You will see a Registration Dashboard listing the name(s) of your student(s).
2. If the name of your student(s) is not listed, contact your school immediately.
3. Do NOT start a registration if the name listed is not your student.
4. Click the green START button to the right of the student’s name to proceed.

Proceed...

1. Proceed to register each student in the list.

Final Site Step

1. Click the “Student Services” link to proceed to Step 2 – Site 2 after enrolling the last student in Step 1 – Site 1.

Step 2 – Site 2



Student Services

Screen 1

1. Click the “Returning Students” start button.
2. A parent of a kindergartner or a student new to the district will use this button after visiting the school’s office.

Screen 2

1. Enter your PIV into the User ID field.
2. Enter your PIV into the Password field.
3. Click the login button.

PIV: _____

Screen 3

1. You will see a Student Services Dashboard with the name(s) of your student(s).
2. If the name of your student(s) is not listed, contact your school immediately.
3. Do NOT start a registration if the name listed is not your student.
4. Click on the red START to the left of the student’s name to proceed.

Proceed...

1. Proceed to complete the forms for each student on the list.

Final Site Step

1. Click the “Student Fees” link to proceed to Step 3 – Site 3 when all students are completed.

Step 3 – Site 3



Student Fees

Screen 1

1. Click the “Student Fees”
2. Use the PIV number on your Registration Letter and follow the instructions in the payment portal to set up your user account.

Proceed...

1. Proceed to select the fees you are wishing to pay online.

*FEES, FINES, AND CHARGES (See Board Policy JN)
No student will be denied their education because of his/her inability to pay supplementary fees.