

Licking Heights Transportation 6539 Summit Road, Pataskala, Ohio 43062 Phone: 740-927-3340 Fax: 740-927-0173 Email: trans-admin@lhschools.org

Transportation Elink

Follow these steps to review your child's school transportation information:

- 1. Go to <u>http://vtweb.tylertech.com/LickingHeights/elinkrp/Login.aspx</u>
- 2. Enter the User Name and Password associated with your child's account.

The first time you log in, the username and password is your child's first name and last name with a period in between (for example: BILLY.SMITH). You will be prompted to change your password the first time you log in. If you are unable to login, please email <u>trans-admin@lhschools.org</u> or call (740) 927-3340 for assistance.

- 3. Click Work with Students
- 4. Click <u>View my Students</u>
- 5. Click your child's name and review their Transportation Information.
- 6. Beneath the Transportation Information, click <u>Show Basic Information</u> and review the Emergency Contact Information and Address Information
- 7. Above the Emergency Contact Info, click <u>Show Info Fields</u> and review your child's Nickname and Plan B
- If you have additional children, click <u>View Next Student</u> at the top of the page and repeat steps 5-7 above for each child

Should you need further assistance, please email <u>trans-admin@lhschools.org</u> or call (740) 927-3340 and we will be happy to help.