

## Completing the School Counseling Gate 2 Orientation/Licensure Program Application in LiveText:

- 1) Log into [LiveText](#)
  - a. You will need to purchase an account with Livetext in order to log in
- 2) Click on the “*Documents*” tab
- 3) Click on “*New*”
- 4) Choose “*Gate Applications*” from Folder list
- 5) Choose “*Gate 2 Application for Admission to M.Ed. in School Counseling Program*” from Template list
- 6) Title your application: “Last Name, First Name- School Counseling Gate 2 Application”
- 7) Click “*Save as New Document*”
- 8) Complete your Gate 2 Application by filling in the required information.
- 9) Submit your application by clicking “Submit for Review” to [SchoolCounGate2](#)

\*Your application will be reviewed and returned to you within two (2) weeks of initial submission.

If you have questions regarding your Gate 2 submission, please email [schoolcounseling@liberty.edu](mailto:schoolcounseling@liberty.edu).