



## Allendale & Upper Saddle River Instructions for Online Registration

*(Because this process is so important, you might wish to print these instructions.)*

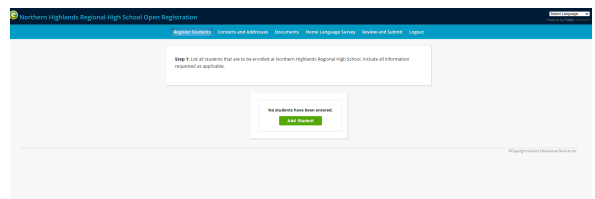
This registration process takes approximately 15 minutes. Information cannot be saved prior to submission, so please plan on completing the process in one sitting.

To begin, click on the following link: <https://genesis.northernhighlands.org/nohighlands/openreg>

- You will be asked to verify a photo for security purposes.

### **STEP 1: Select Green “Add Student” Button**

- You will be prompted to add any student(s) that you will be registering.

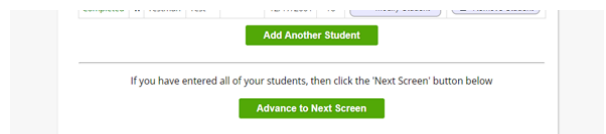


### **STEP 2: Enter and Submit all Student Information**

- Be sure to complete all of the information requested in each field of the “Add Student” window.
- Type the information or select it from the dropdown list where applicable.
- When finished entering all student information, click Save Student.

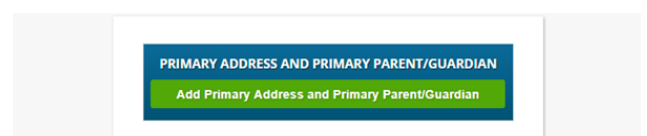
Registering for School Year: [dropdown]  
Anticipated Grade Level: [dropdown]  
Student First Name: [text]  
Student Last Name: [text] Suffix: [dropdown]  
Ethnicity:  Hispanic  Not Hispanic  
Select one or more races:  White  Black  American Indian / Alaskan  Asian  Hawaiian native/other Pacific Islander  
Gender: [dropdown]  
Date of Birth: [text] Age: [text]  
City of Birth: [text]  
State of Birth: [dropdown]  
Country of Birth: [dropdown]  
Primary Language spoken by student: [dropdown]  
Language spoken by family at home: [dropdown]  
[Save Student] [Cancel]

- If you have other students you would like to register, click on the “Add Another Student” button, otherwise click on the “Advance to Next Screen” button.



### **STEP 3: Enter and Submit Primary Address and Primary Parent/Guardian Information**

- Click on the “Add Primary Address and Primary Parent/Guardian” button.



- Complete Section 1: “Student’s Primary Address.”
- Complete Section 2: “Guardian at Primary Address.”
- When you are finished, click “Save Primary Contact Information”.

**NOTE:** “Guardian at Primary Address” will be listed as Guardian 1 in Genesis. Guardian 1 will receive all emails and phone alerts from the school. Only Guardian 1 will be able to access and complete all required forms in the parent portal.

#### STEP 4: Add and Submit Emergency Contact(s), Additional Contacts, and Doctor Information

- **Part A: Add Additional Parent/Guardian**
  - Select “Add Additional Parent/Guardian” to add a Guardian 2 in Genesis, if applicable.
  - Note: Guardian 2 will not receive any emails and phone alerts from the school. Guardian 2 will not have access to any forms in the parent portal.
  - After entering additional Parent/Guardian, click “Save Contact Information.”
- **Part B: Add Additional Emergency Contact**
  - Select “Add Additional Emergency Contact.”
  - Add THREE Emergency Contacts. Please include two phone numbers for each contact with one being a cell phone.
  - Note: Students are not permitted to leave school with anyone other than a parent/guardian or an emergency contact.
  - After entering each new emergency contact, click “Save Contact Information.”
  - To add another individual, click “Add Another Contact.”
- **Part C: Add Doctor Information**
  - Select “Add Additional Other Contact” to enter doctor information.
  - Choose “Doctor” as the “Relationship to Student”. Enter the remaining information, then click “Save Additional Other Contact Information.”
- **Part D:** Once you have entered and saved the information for Parts A, B and C, then select “Advance to Next Screen.”

## STEP 5: Upload Documents

Package must be submitted to save document changes.

DOCUMENTS FOR JOHN SMITH TEST			
DESCRIPTION	REQUIRED		
Preparticipation Physical Evaluation Form (PPE) and Immunization Form (including Hepatitis) in PDF format	Yes	<a href="#">Upload Doc</a>	No Document
Proof of Residence (Allendale/USR - Deed/Lease and Utility Bill) in PDF format	No	<a href="#">Upload Doc</a>	No Document
Birth Certificate with Raised Seal in PDF format	No	<a href="#">Upload Doc</a>	No Document
Custody Documents (If Applicable) in PDF format	No	<a href="#">Upload Doc</a>	No Document
Transcript/Report Card in PDF format	No	<a href="#">Upload Doc</a>	No Document

If you have uploaded all of your documents please click the Next Screen button below

[Advance to Next Screen](#)

- Select “Upload Doc,” then select the file you want to upload and select “Open,” finally select “Upload File.” Repeat for each of the following documents.
  - Proof of residency:
    - Allendale/Upper Saddle River - Deed/Lease and Current Utility Bill
  - Student Physical (Preparticipation Physical Evaluation Form) and Immunization Form (Including Hepatitis)
  - Transcript/Report Card
  - Birth Certificate with Raised Seal
  - Custody Documents (If Applicable)

onal High School Open Registration

Register Students Contacts and Addresses Documents Home Language Survey Review and Submit Logout

DOCUMENTS FOR JOHN SMITH TEST			
DESCRIPTION	REQUIRED		
Preparticipation Physical Evaluation Form (PPE) and Immunization Form (including Hepatitis) in PDF format	Yes	<a href="#">Upload Doc</a>	No Document
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Birth Certificate with Raised Seal in PDF format	No	<a href="#">Upload Doc</a>	No Document
Custody Documents (If Applicable) in PDF format			
Transcript/Report Card in PDF format			

If you have uploade

Upload Document

Page 1: [Spring Health History Questionnaire Student Name.pdf](#)

[+ Add Additional Page](#)

[Upload File](#) [Cancel](#)

- Once you have uploaded and saved the documents, then select “Advance to Next Screen.”

## STEP 6: Home Language Survey

- Select “Begin Survey” to answer the questions when prompted.
- Once you have uploaded and saved the documents, then select “Advance to Next Screen.”

STUDENT	COMPLETED
<input type="text" value="Student Name"/>	No <input type="button" value="Begin Survey"/>

Once you have answered the survey(s) above, please click the Next Screen button below

## STEP 7: Review and Submit

- Please review all information entered.
- If you need to edit information, click on the “Edit Student Information” or “Edit Contacts.”
- If you would like a confirmation email, provide your email address.
- Once information has been reviewed, click “Submit Registration Information.”

## STEP 8: Save Final Report

You will be presented with a report showing all registration information. You may want to save a copy for future reference and can do so by clicking the diskette icon on the toolbar.

## STEP 9: Genesis Account

Once your registration is processed by the office, which may take up to a few days, a Genesis Parent Account will be created for you. You will receive an email from [genesis@northernhighlands.org](mailto:genesis@northernhighlands.org) with login information and you will be prompted to set a password.

## STEP 10: Log into the [Genesis Parent Portal](#) to upload the [Student Records Release and Athletic Forms for Transfer Students](#).

STEP11: Select “Student Data” tab and then “Forms” tab.

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Assessments Attendance Discipline Fees And Fines Documents **Forms** Conferences Letters School Information

SELECT STUDENT:

**FORMS LIBRARY**

Please note that Gradebook and Grading modules are closed for maintenance. It will reopen on February 12, 2021 at 4 PM.

Tuesday, 1/26/2021 6:40PM

Hide Message

Please email [scheduling@northernhighlands.org](mailto:scheduling@northernhighlands.org) with any issues concerning your schedule. Please note the schedule change policies outlined in the 2019-2020 Curriculum Guide prior to reaching out as these guidelines will be **strictly** followed.

Genesis will open sometime after August 20, 2020. If you are unable to access your schedule it is because you have a fine or have failed to provide residency documents. Please contact the appropriate office to take of your fine.

Genesis Gradebook is closed to begin the year. It will open officially on or around October 7.

Forms Library

Today is 1/26/2021

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1. Upload the Preparticipation Physical Evaluation (PPE Form) 2020-21 School Year	Not Yet Submitted				<input type="text"/>	No
2. Upload SPRING Health History Update Questionnaire	Not Yet Submitted					No

STEP 12: Select the hyperlink for the form that you would like to upload from the list on your students screen.

- Student Records Release Form
- Student-Athlete Residency Affidavit (this form must be notarized)
- Athletic Eligibility Form
- NJSIAA Transfer Form

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Assessments Attendance Discipline Fees And Fines Documents Forms Conferences Letters School Information

SELECT STUDENT: Student Name

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2. Upload SPRING Health History Update Questionnaire	Not Yet Submitted					No

**STEP 13: Select “Choose File”**

Forms Library

Upload SPRING Health History Update Questionnaire for Student Name

**SPRING Sports Health History Update Questionnaire**

If you are going to participate in athletics during the **SPRING** season you must complete and upload the Health History Update Questionnaire. The questionnaire can be found on the [Athletics Page](#) at the Northern Highlands Website.

Page 1:

Questions marked with an \* are required.

**STEP 14: Select the PDF file you want to upload from your device, then select “Open,” and then select “Upload File.”**

[Forms Library](#)  
Upload **SPRING** Health History Update Questionnaire for

### SPRING Sports Health History Update Questionnaire

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Page 1: [Spring Health History Questionnaire Student Name.pdf](#) [Upload File](#)

Questions marked with an \* are required.

[Update Answers](#)

**STEP15:** Finally select “Update Answers.”

[Forms Library](#)  
Upload **SPRING** Health History Update Questionnaire for

### SPRING Sports Health History Update Questionnaire

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Page 1: [Remove File](#)

[+ Add Additional Page](#)

Questions marked with an \* are required.

[Update Answers](#)

**STEP16:** Repeat for any additional forms you need to upload.