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.
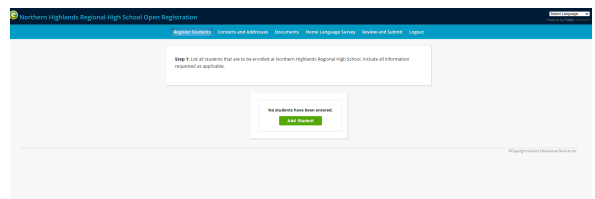
STEP 2: Enter and Submit all Student Information
- Be sure to complete all of the information requested in each field of the "Add Student" window.
- Type the information or select it from the dropdown list where applicable.
- When finished entering all student information, click Save Student.

- 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.
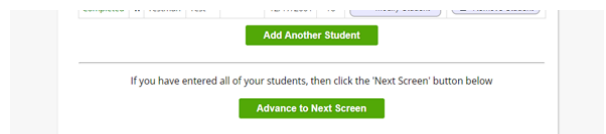
STEP 3: Enter and Submit Primary Address and Primary Parent/Guardian Information

- Click on the "Add Primary Address and Primary Parent/Guardian" button.
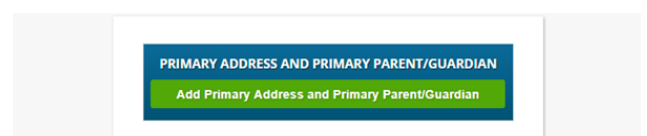
- Complete Section 1: "Student's Primary Address."
- Complete Section 2: ""Guardian at Primary Address."
- When you are finished, click "Save Primary Contact Information".

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

- 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)

- 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."

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 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.

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

STEP 13: Select "Choose File"

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 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: ⬆ 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 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: ⬆ Remove File

+ Add Additional Page

Questions marked with an * are required.

Update Answers

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