



Directions for Completing the Registration Process

IMPORTANT NOTE PLEASE READ

Registration must be completed in one sitting, information cannot be saved. If you stop before you have completed the registration process, you will then have to start over at a later date. Please have all documents ready to be uploaded prior to starting this process, which takes approximately 15 minutes.

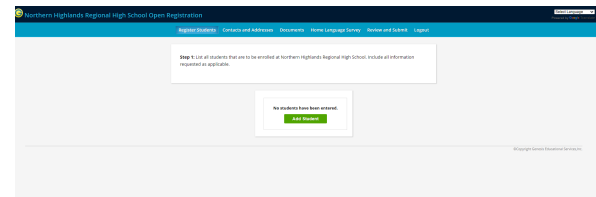
To begin, click on the following link:

<https://genesis.c3.genesisedu.net/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. Please type information with proper use of both capital and lowercase letters, please **DO NOT TYPE IN ALL CAPS.**
- Type the information or select it from the dropdown list where applicable.
- When finished entering all student information, click Save Student.
- NJ Family Care is New Jersey’s publicly funded health insurance program. [More information.](#)

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON	
* DENOTES REQUIRED FIELDS	
Registering for School Year:*	<input type="text"/>
Student First Name:*	<input type="text"/>
Student Last Name:*	<input type="text"/> Suffix: <input type="text"/>
Ethnicity:*	<input type="radio"/> Hispanic <input type="radio"/> Not Hispanic
Select one or more races:*	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Birth Sex:*	<input type="text"/>
Gender Preference:*	<input type="text"/>
Date of Birth:*	<input type="text"/> Age: <input type="text"/>
City of Birth:	<input type="text"/>
State of Birth:	<input type="text"/>
Country of Birth:*	<input type="text"/>
Citizenship:	<input type="text"/>
Immigration Status:	<input type="text"/>
Date First Enrolled in US School (if born outside the US):	<input type="text"/>
Date of First Entry to US:	<input type="text"/>
Primary Language spoken by student:*	<input type="text"/>
Language spoken by family at home:*	<input type="text"/>
Military Connected Indicator:	<input type="radio"/> Not Military Connected - Student is not military-connected <input type="radio"/> Active Duty - dependent of a member of the Active Duty Forces <input type="radio"/> National Guard or Reserve Connected - dependent of a member of the National Guard <input checked="" type="radio"/> Unknown
Has Med Insurance?*	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Insurance Provider:*	<input type="text"/>
Release to NJ Family Care:*	<input type="radio"/> Yes <input type="radio"/> No

- 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. Please type information with proper use of both capital and lowercase letters, please **DO NOT TYPE IN ALL CAPS.**

IMPORTANT NOTE PLEASE READ

“Guardian at Primary Address,” the guardian entered first will be listed as Guardian 1 in Genesis. Guardian 1’s email address will be used as the **username for the family Genesis account. As per school policy, each household has only one Genesis account.** As per school policy, **all email communication from the school will be sent to Guardian 1’s email address. Text alerts and voice messages will be sent to Guardian 1’s phone number(s).**

We suggest that guardians in the same household create a separate email address for school communication, for example smithfamily@gmail.com. This email account should then be configured to forward all correspondence to the preferred email addresses of the student’s guardians (i.e. their work or personal email). This tends to be useful if multiple guardians wish to receive school emails.

- Complete Section 1: “Student’s Primary Address.”
- Complete Section 2: “Guardian at Primary Address.”

- When you are finished, click “Save Primary Contact Information”.

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

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

- PDF's of the following documents are required for registration. Please only upload the requested documents, please DO NOT SUBSTITUTE documents with those which are not listed below. Substituting documents will only result in an invalid or incomplete registration, delaying the process.

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. PDF's of the following documents are required for registration.

- Proof of Residency** (PDF of DEED/Current LEASE or a Current TAX BILL from the town)
- Second Proof of Residency** (PDF of Current UTILITY BILL ie. PSE&G, Rockland)
- Copy of Driver's License** (PDF)
- CURRENT Student Physical (PDF)** (Pre-participation Physical Evaluation Form) ******(Administered within the last 365 days and **MUST** be the complete PPE which **MUST** include the physician's signature).
- Student Immunization Records Including Hepatitis** (PDF)
- Birth Certificate** (PDF)
- Custody Documents** (PDF) (If Applicable)
- Student Transcript/Report Card** (PDF)
- Student Photo** (JPEG) (Will be used on Student's ID).

DESCRIPTION	REQUIRED	Upload Doc	No Document
Preparticipation Physical Evaluation Form (PPE) and Immunization Form (including hepatitis) in PDF format	Yes	Upload Doc	No Document
Proof of Residence (deed/lease/Deed/Lease and Utility Bill) in PDF format	No	Upload Doc	No Document
Birth Certificate with Raised Seal in PDF format	No	Upload Doc	No Document
Custody Documents (If Applicable) in PDF format	No	Upload Doc	No Document
Transcript/Report Card in PDF format	No	Upload Doc	No Document

If you have uploaded

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."

STUDENT	COMPLETED	
Student Name	No	Begin Survey

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

Advance to Next Screen

STEP 6: Home Language

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

Survey

to answer the

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.”
- See below if you receive an error message.**

On the “Review and Submit” screen, check for missing information.

“Warning student is missing required fields” will appear if information is missing from one of the sections.

Select the “Edit Student Information” button.

Please verify that the following information is correct.

If you need to make corrections, just edit the information that you need to correct and then return to this screen clicking on the 'Review and Submit' tab at the top of the screen.

Student Information

STUDENT NAME: JEN SMITH **WARNING STUDENT IS MISSING REQUIRED FIELDS**

JEN WILL BE REGISTERING FOR THE 2024-25 SCHOOL YEAR IN GRADE

First Name	Last Name	Age	School	School Year
Jen	Smith	14		2024-25

Edit Student Information

Contact Information

1. JANICE JONES, GUARDIAN

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
				5 Hillside Avenue

Step 1:

List all students who are to be enrolled at Northern Highlands Regional High School.

PLEASE DO NOT TYPE IN ALL CAPS. Please type information with proper use of both capital and lowercase letters. An asterisk indicates required fields which must be filled in.

The “Missing fields” warning will appear.

Select “Modify Student” to add the missing information.

STUDENTS WHO YOU HAVE ENTERED

STATUS	LAST	FIRST	MIDDLE	DOB	AGE		
Missing fields	1. Smith	Jen		11/1/2009	14	Modify Student	Remove Student

Add Another Student

If you have entered all of your students, then click the 'Next Screen' button below

Advance to Next Screen

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.