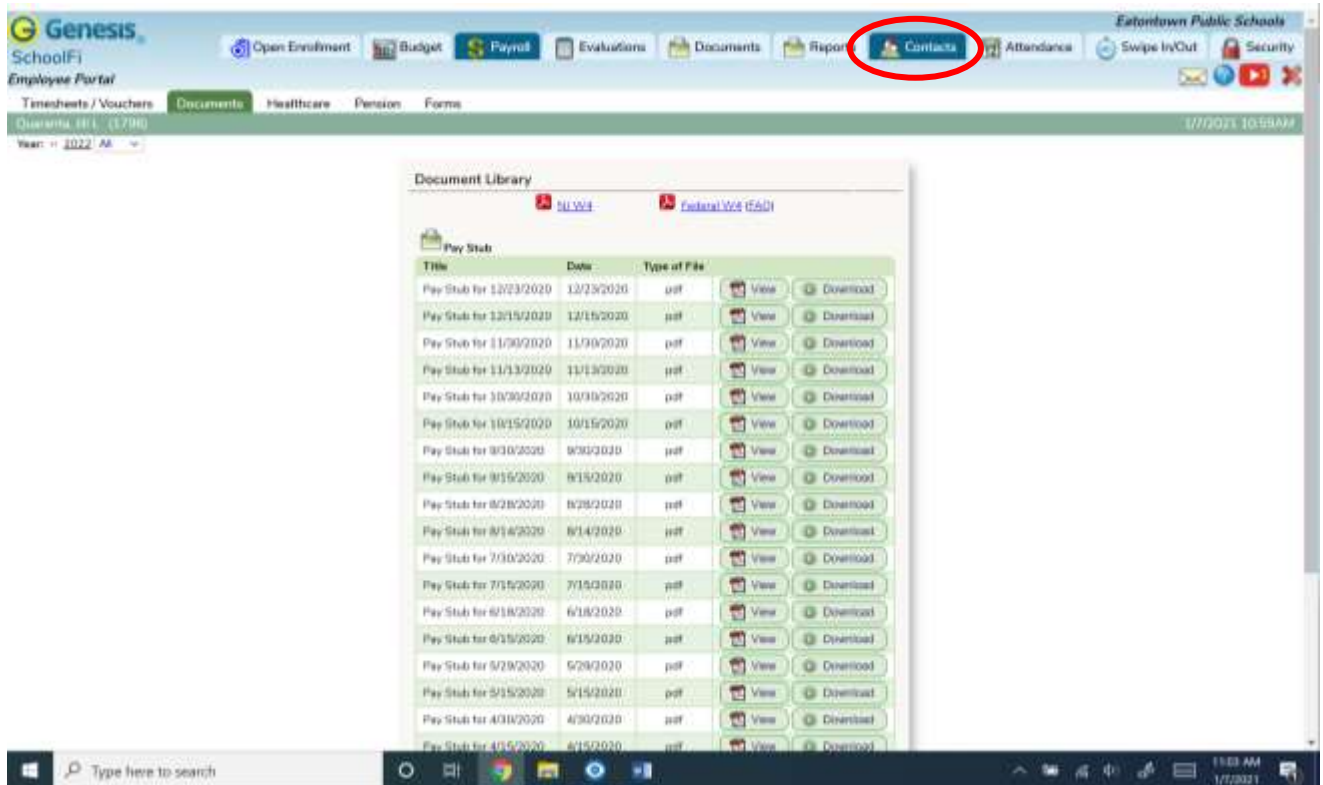


VERIFY NAME, ADDRESS, AND CONTACT INFORMATION

Log in to your Genesis Employee Portal, then find and click on the Contacts tab at the top of your screen.

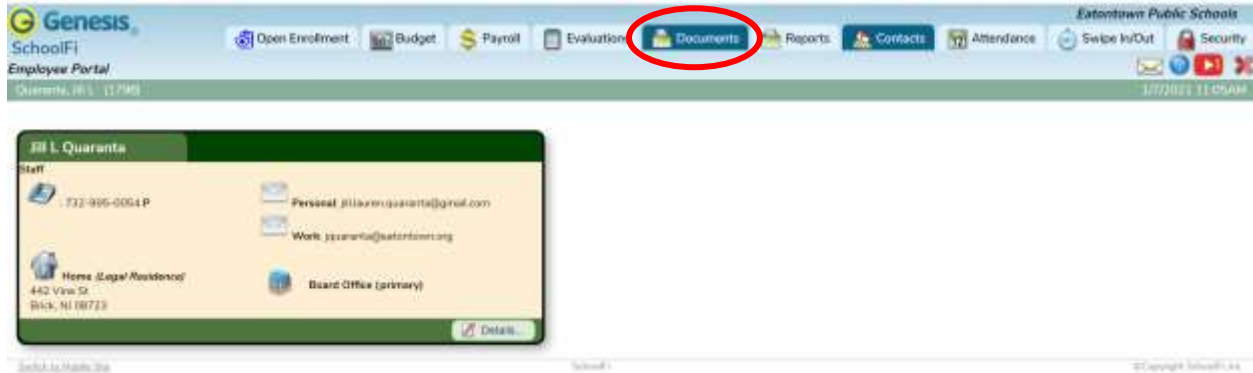


Verify that your Address, Email, and Phone Number are correct.

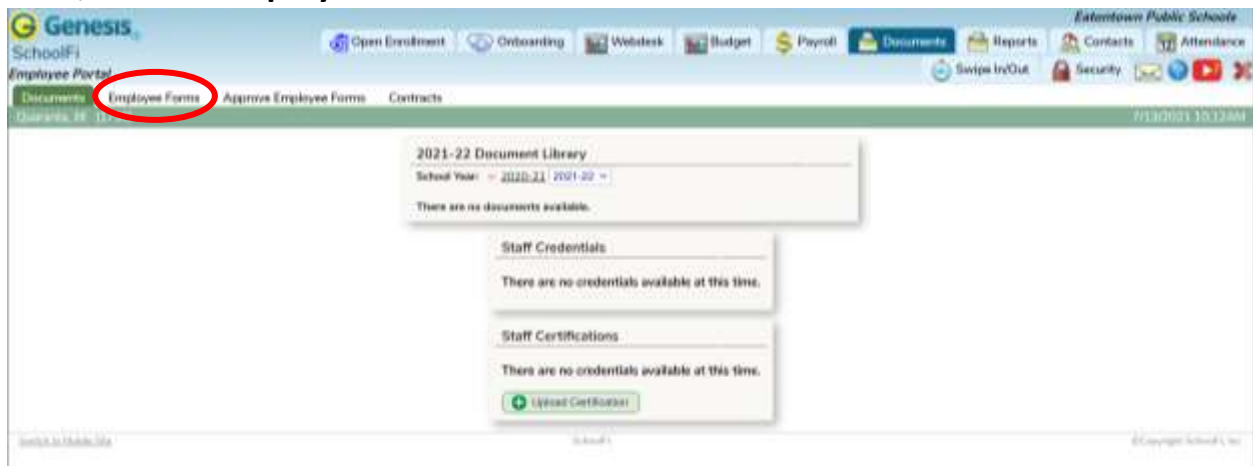


If you need to change any of the information in the system, you will need to complete a **Change of Name, Address, or Contact Information** form. Follow the steps below to complete this form.

Click on the **Documents** tab at the top of your Genesis Employee Portal screen.



Next, click on **Employee Forms** at the left side of the screen.



Verify that you are on the correct school year by checking the School Year box above the form folder tabs. Then, click on the **Default Folder for Employee Forms** tab.



Next, find the form called **Change of Name, Address, or Contact Information** and choose the button on the right of that form marked **Fill Form...**

The screenshot shows the '2020-21 Employee Forms' page in the SchoolFi portal. A table lists four forms:

#	Employee Form	F#	Frequency	Location	Dept	Status	Submitted On	Actions
1.	TEST Employee Form - 2020-21		School Year			Ready to Fill		Fill Form, View as PDF
2.	Change of Name, Address, or Contact Information - 2020-21		Day			Ready to Fill		Fill Form, View as PDF
3.	Important Board Policies and Regulations - 2020-21		School Year			Completed	9/1/2020	View Form, View as PDF
4.	Personnel Planning - 2020-21		School Year	Board Office		Completed	3/5/2021	View Form, View as PDF

Fill out each section of the form **ONLY** if your information in that section has changed. Be sure to click the **Save** button when you have entered all of the necessary information.

The screenshot shows the 'Change of Name, Address, or Contact Information' form. It includes instructions and several input fields:

- Name Change section:** Former Name, New Name
- Address Change section:** New Address Line 1, New Address Line 2, New City, State, Zip
- Contact Information Change section:** New Phone Number, New Phone Type (Mobile/Home), New Personal Email

At the bottom of the form, the 'Save' button is circled in red. Below the form is a 'Form Submission Status' section with a signature line and a 'Sign and Submit Form' button.

Finally, click the **Sign and Submit Form** button to finish the form.

Genesis
SchoolFi
Employee Portal

Open Enrollment Budget Payroll Evaluations Documents Reports Contacts Attendance Swipe In/Out Security

Documents Employee Forms Contracts **FB Change of Name, Address, or Contact Information**

Documents (179) 1/7/2025 11:12AM

Change of Name, Address, or Contact Information

Please use this form to change your name, address, or contact information. In the case of a name change, you must also present a new social security card to the Human Resources office in person, reflecting the new name or no change will be made.

Please complete the following Name Change section ONLY if your name has changed.

Former Name:
New Name:

Please complete the following Address Change section ONLY if your address has changed.

New Address Line 1:
New Address Line 2:
New City, State, Zip:

Please complete the following Contact Information Change section ONLY if your personal phone number or email address has changed.

New Phone Number:
New Phone Type: Mobile Home
New Personal Email:

Form Submission Status

The form has not been signed and submitted yet.