

Open Registration for Parents

Welcome to Genesis Open Registration Screen

The Open Registration Welcome screen asks the user to click on one of the 12 pictures. This request is different each time the screen is entered.



For security purposes; please click on **ICON NAME** to get started.

List of 12 Icons Names



Bus



CD



Cat



Dog



Lock



Panda Bear



Pencil



Planet



School



Soccer Ball

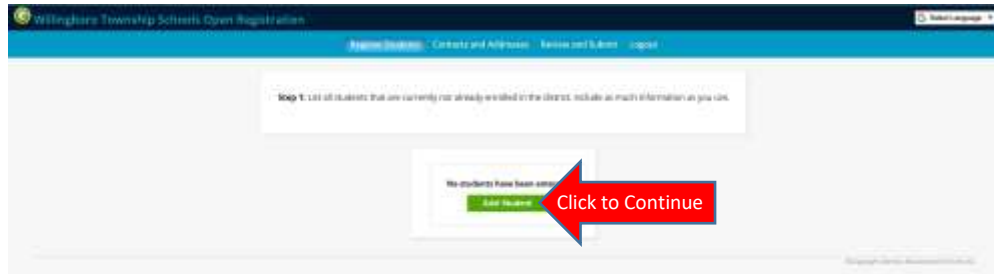


Tea Cup

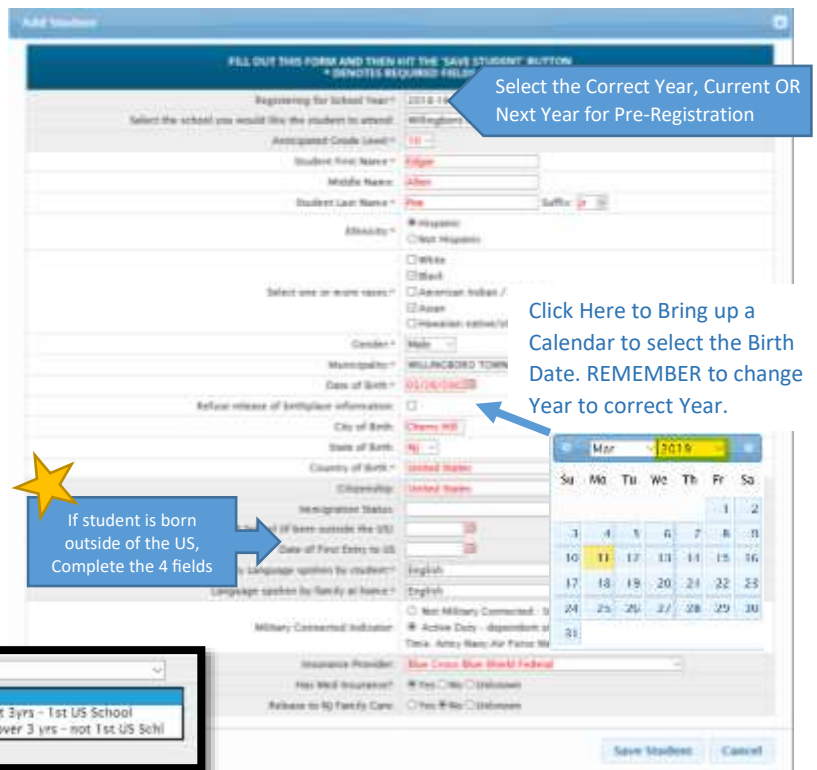


Tennis Ball

Step1: Adding Students: Click the “Add Student” Button to add your student that is being registered.

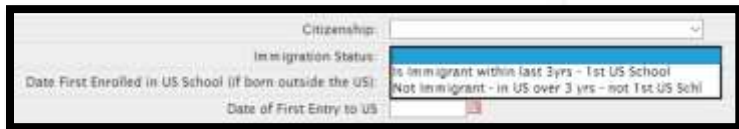


Select the correct school year you are registering your student for, “Current Year” or “Next Year” if you are pre-registering.



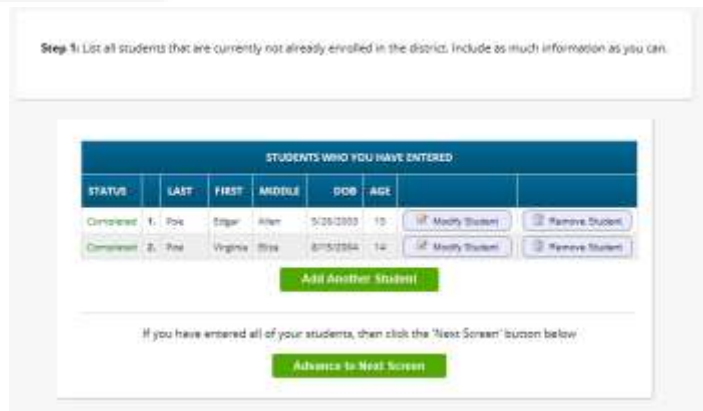
Each word should begin with a capital letter, “No All Caps” and “No All Lowercase”, also No Abbreviations (Mount NOT Mt.).

Fill out the student basic demographic information, for their please enter their Legal Name as it is seen on their Birth Certificate, no nicknames. Remember when entering the Date of Birth to us the correct year.



If Student was born outside the US, the following four fields need to be completed:

After all information has been entered, click the “Save Student” button. In Step 1, you can add additional students of the same house hold that require to be registered by clicking the “Add Another Student” button and repeat entering the above information, before clicking the “Advance to Next Screen” button.



There is no limit to how many students can be entered in a single “open registration” action.

Step 2: Primary Legal Residence and Guardians and Emergency Contacts

Reminder: Each word should begin with a capital letter, “No All Caps” and “No All Lowercase”, also No Abbreviations (Mount **NOT** Mt.).

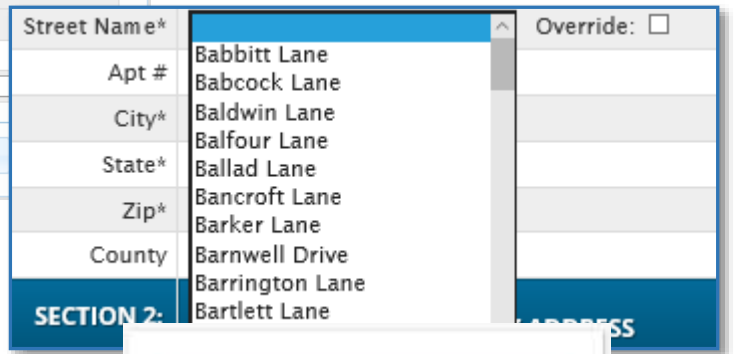
Click the “Add Primary Address and Primary Parent/Guardian” button to continue.



This section of the form includes fields for: House #, Street Name* (with a dropdown menu and an 'Override' checkbox), Apt #, City*, State* (set to NJ), Zip*, and County (set to Burlington). Below this is Section 2: 'GUARDIAN AT PRIMARY ADDRESS', which includes fields for Prefix*, First Name*, Last Name*, Relationship to Student*, Home Phone, Cell, Cell Provider, Work, and Primary Email*. A 'Save Primary Contact Information' button is at the bottom.

Section 1: Enter in the information on the Willingboro Primary Address of the student(s), from the street name drop-down has all Legal Street Names found in Willingboro, choose your street from the list.

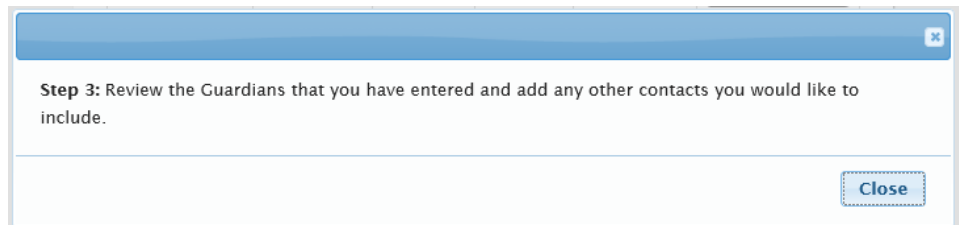
Section 2: Enter the information for the Primary Guardian of the Student, you will be able to enter other Guardians in the next step.



Primary Guardian is require to supply an email address, as this will be their log in for the Parent Portal. Genesis Parent Portal is where the guardians can access their student’s information, like attendance, grades and update phones and other information.



Please remember to a second guardian if applicable.



Enter Additional Parents/Guardians

SECTION 1: NEW PARENT/GUARDIAN

*Prefix: Mrs. ▾

*First Name: Virginia *Last Name: Poe

*Relationship to Student: Mother ▾

Home Phone: Primary

Cell: Primary

Cell Provider: *Unknown Provider ▾

Work: Primary

Primary Email:

SECTION 2: ADD PARENT/GUARDIAN ADDRESS

Existing Address: 123 Main Street, Willingboro, NJ 08046 ▾

Save Additional Parent/Guardian Information Cancel

If second guardian lives at another address, click "Create New Address" from the address drop down and enter in the second address.

SECTION 2: ADD PARENT/GUARDIAN ADDRESS

Existing Address: 123 Main Street, Willingboro, NJ 08046
Create new address

**ENTER EMERGENCY CONTACTS
AT LEAST ONE REQUIRED***

Add Additional Emergency Contact

We require at one additional non-guardian emergency contact and phone number.

You can choose to give permission for the contact to be allowed or not allowed to pick up student by check the check box mid-way page the screen.

Enter emergency contacts in order of highest priority to lowest

SECTION 1: NEW EMERGENCY CONTACT

Prefix: ▾

*First Name: John *Last Name: Doe

*Relationship to Student: Uncle ▾

Home Phone: 856-555-1234 Primary

Cell: Primary

Cell Provider: *Unknown Provider ▾

Work: Primary

Primary Email:

Guardian has given contact permission to pickup student

SECTION 2: ADD CONTACT ADDRESS

Existing Address:

Save Additional Emergency Contact Information Cancel

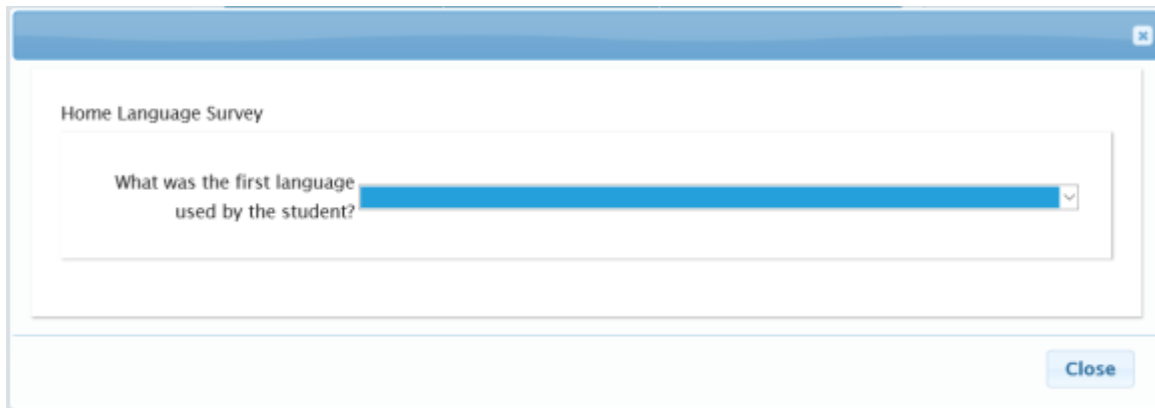
Step3: Home Language Survey

In order to comply with New Jersey State Statute 6A:15-1.3, we are required to survey all students as to their language use background, in order to plan for your child’s educational needs.

- Each student will have their own survey to complete



- Questions are asked one at a time and will go to the correct next question based on the previous answer.



Once all students’ surveys are completed, you can precede to the “Review and Submit” tab.



Please review your information and before submitting please enter your email to receive a copy of the confirmation.

The screenshot displays the 'Willingboro Township Schools Open Registration' website. At the top, there are navigation links: 'Register Students', 'Contacts and Addresses', 'Review and Submit', and 'Logout'. A central message box states: '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 by clicking on the Review and Submit tab at the top of the screen.'

The 'Student Information' section shows:

First Name	Last Name	Age	School	School Year
Edger	Poe	16	WHS	2018-19

Below this is an 'Edit Student Information' button.

The 'Contact Information' section lists three guardians:

- 1. MR. EDGER POE, GUARDIAN**

Home Phone	Cell Phone	Work Phone	Email	Address
(609) 392-1234	(609) 392-1234		edger@wpsd.com	123 Main Street, Willingboro, NJ 08094
- 2. MRS. VIRGINIA POE, GUARDIAN**

Home Phone	Cell Phone	Work
(609) 392-1234	(609) 392-1234	
- 3. JOHN DOE, EMERGENCY**

Home Phone	Cell Phone	Work
(609) 392-1234	(609) 392-1234	

Each guardian entry has an 'Edit' button.

At the bottom, there is a section for email confirmation: 'If you would like an e-mail confirmation, enter your email address below.' It features a text input field with the placeholder 'ENTER YOUR EMAIL HERE' and a 'Submit Registration Information' button. A blue arrow points from this section to a similar section below it.

Gather the needed documents (birth certificate, proof of residency, etc.) and called for your appointment to finish the registration process.