

Rumson-Fair Haven Regional High School
STUDENT REGISTRATION INSTRUCTIONS

- This Genesis online portal is used to register your child at Rumson-Fair Haven Regional High School before your appointment with an RFH school counselor to complete the course selection process for the 2024-2025 school year. Please fill out all information requested.
- **Online Registration Portal:** https://rebrand.ly/rfh_registration
- Access the registration portal and click on the appropriate picture to get started.
- You have the ability to change the language the portal is presented in by using the language dropdown in the upper right corner when using Chrome or Firefox.

“Register Students” Tab

- Click Add student
- Fill out all of the fields on the screen for each of your children who will be registering with Rumson-Fair Haven Regional High School.
- Choose the school year you are registering for from the drop down. For students in the RFH Class of 2028 choose the 2024-25 for the **school year**.
- Choose the **grade level** your child will be attending when they start school for next school year. **For example choose grade 9 for a student that will be a Freshman in September 2024.**
- Please make sure your child’s name matches what is on their birth certificate and the name is in proper upper/lower case.
- If your child was born outside of the United States enter the **Date your child first enrolled in a United States public school**. If your child never attended public school leave this field blank.
- Click **“Save Student”** after reviewing all data.
- You can add another student or “Advance to Next Screen”.
- If anything is missing the student summary will say “Missing fields” in red.

“Contacts and Addresses” Tab

- You will now be asked to enter the child’s legal address, not a mailing address, along with information for the primary guardian living with the child. Click the **“Add Primary Address and Primary Parent/Guardian”** button to continue.
- Click the **“Save Primary Contact Information”** button after you enter each Guardian
- Please add all Guardians even if they do not live with the child.
- Please supply an address, phone number and email address for each guardian.
- Once all Guardians are added you can review a summary of what has been entered.
- If all guardians have been added you can continue on to adding Emergency contacts by clicking the **“Add Additional Emergency Contact”** button.
- *You will be required to enter at least one Emergency Contact.*
- If you want someone to be able to pick up your child from school make them an emergency contact and check off the **“Permission to pick the student up from school”** box. Students will not be released to anyone that is not included on their Genesis record.
- Do **NOT** add any of the guardians as an Emergency contact. They are already the first person we would contact in an emergency.
- Every emergency contact must have the relationship to the student listed. For example your mother would be the child’s Grandmother so that is what you would choose.
- Every emergency contact must have a phone number listed.
- Addresses and email addresses are NOT required for Emergency Contacts.
- Once all Emergency contacts have been added and reviewed click the **“Add Additional Other Contact”** button.

“Documents” Tab

- Parents have the ability to upload some of their required supporting documentation in the registration portal.
- Documents are child specific.
- Proof of residency should be uploaded for each child.
- The uploading of documents is optional but recommended. If you do not have the ability to scan your documents into a PDF, please bring them to the RFH main office and we will scan them in for you.

- Once completed click on the “**Advance to Next Screen**” button.

“Home Language Survey” Tab

- You will now be asked to complete a Home Language Survey for each of your children. This is a NJ State requirement.
- The survey questions are dependent on how you answer each question.
- Click Begin Survey and answer each question, then choose next or submit depending on the question.
- Click “**Advance to next screen**” when all surveys are complete. **Review and**

Submit Tab

- The summary screen gives you one more chance to check all of the information that you have entered.
- The summary screen will also list your appointment times.
- If you have not entered all of the required information you will not be able to submit your registration information.
- Click “**Edit Student Information**” button to edit any incomplete students.

“Review and Submit” Tab

- Please verify that the information entered is correct.
- Enter an email address and password. This email address will be used to send you registration confirmation information and will allow you to access the registration information at a later time if needed.
- If all required information has been entered you will see a “**Submit Registration Information**” button at the bottom of the screen.
- If information is missing the submit button will not appear
- Enter your email address to get a confirmation email. This is highly recommended.
- Click on the “**Submit Registration Information**” button.

- This completes the registration process.