

**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 2023-2024 school year. Please fill out all information requested.
- **Online Registration Portal:** [https://rebrand.ly/rfh\\_registration](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 attending RFH in September 2023.
- Choose 2023-24 for the **school year**.
- Choose the **grade level** your child will be attending when they start school for next school year.
- Please make sure your child’s name matches what is on the 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.
- 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.