## Update Student and Family Information in ParentsWeb

You may update student or family information at any time during the school year. This may include a change in contact information, emergency contacts, or medication/health care provider changes. See instructions below for how to update this information.

1. Go to the NGFS homepage, http://www.ngfs.org, and click on the word *ParentsWeb* tab on the top right hand side.
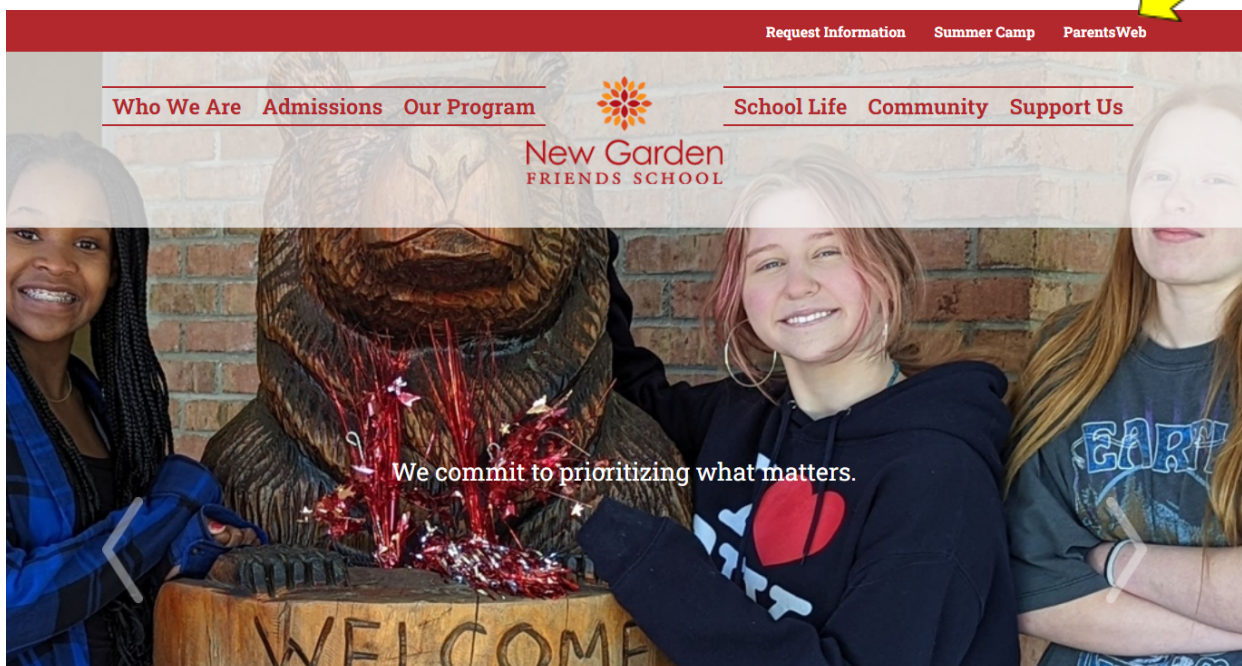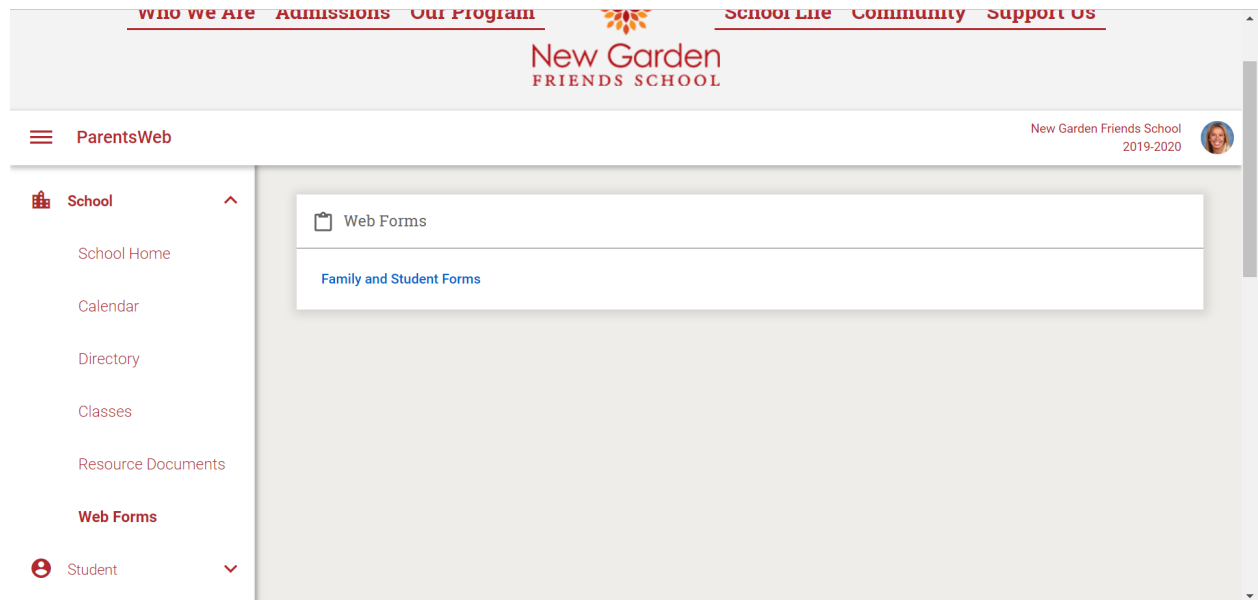

2. You will be redirected to the *ParentsWeb* login screen, enter your username (this is usually your email address) and password. The district code for NGFS is New-NC.
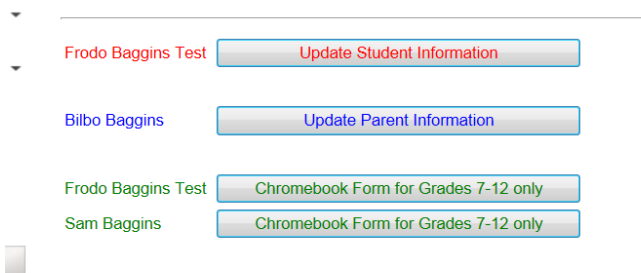
3. Select the *Parent button* then click the *Login* button.

4. Select *Web Forms* under *School*

5. Select *Family and Student Forms* in the middle of the screen.

6. Click the form you wish to update.

7. Follow the instructions on each form. Please note that some fields are required and are marked with an asterisk.
8. Enter your name at the bottom of the form.
9. Check the box.
10. Enter the date.
11. Click the *Save* button.

Questions? Contact Pattie Midgett at pmidgett@ngfs.org or Lisa Bates-Glass at lglass@ngfs.org.