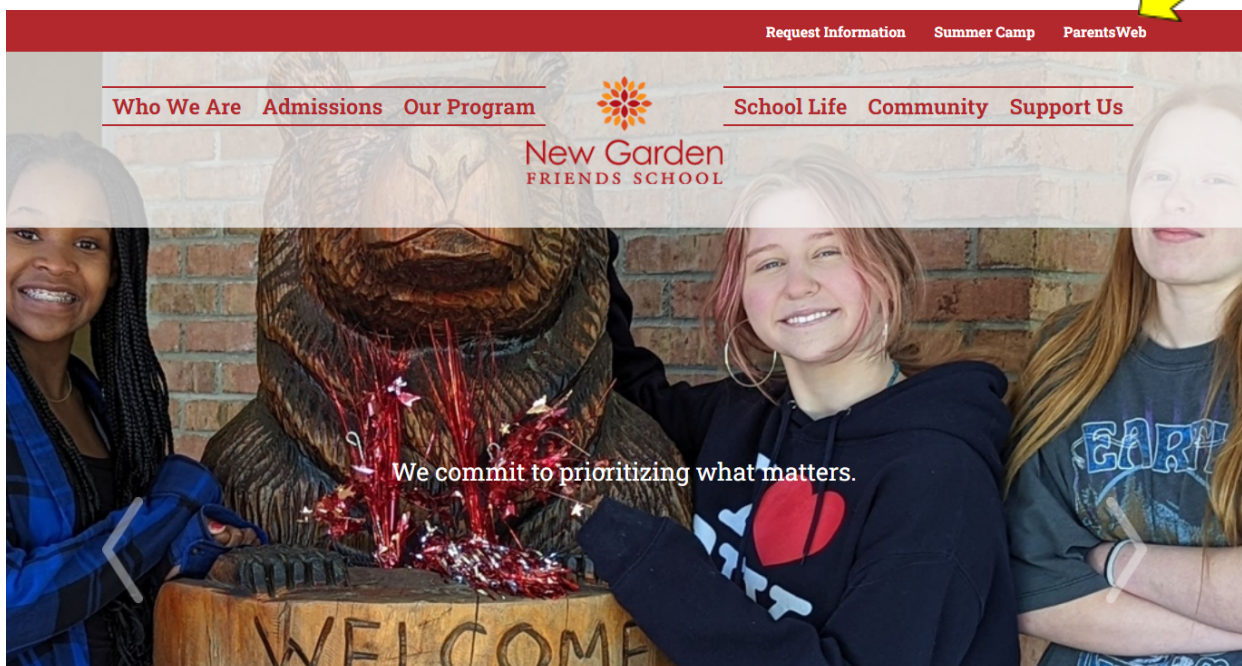




Update Student and Family Information in ParentsWeb

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.

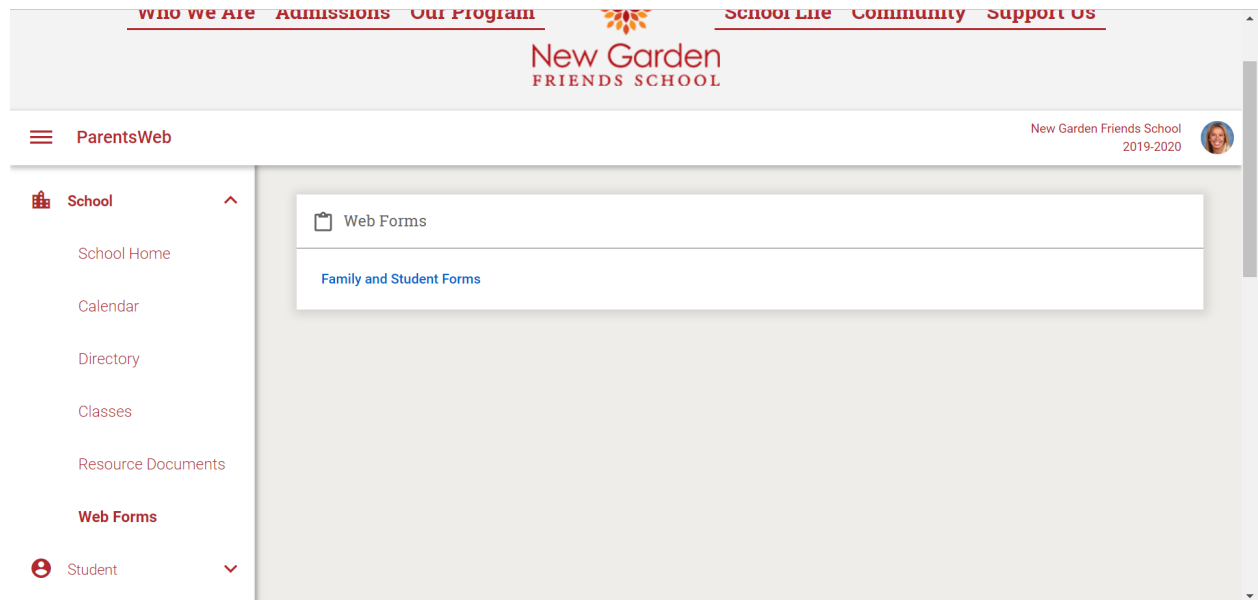


2. You will be redirected to the *ParentsWeb* login screen, enter your username (this is usually your email address) and password. The district code for NGFS is New-NC.

A screenshot of the ParentsWeb login screen. The browser address bar shows the URL 'https://new-nc.client.renweb.com/pwr/'. The page has a red header with the text 'ParentsWeb'. The main content area is a white login form. At the top of the form is a 'Log In' button and a language dropdown menu set to 'English'. Below this are input fields for 'District Code' (with 'NEW-NC' entered), 'Username', and 'Password'. There is a link for 'Forgot Username / Password?'. Below the input fields are radio buttons for 'Parent' (selected), 'Student', and 'Staff'. At the bottom of the form is a red 'LOG IN' button and a link to 'Create New ParentsWeb Account'. At the very bottom of the page, it says 'Powered by FACTS Student Information System | Privacy Policy'.

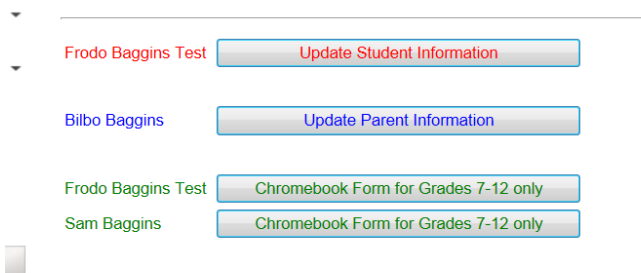
3. Select the *Parent* button then click the *Login* button.

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.