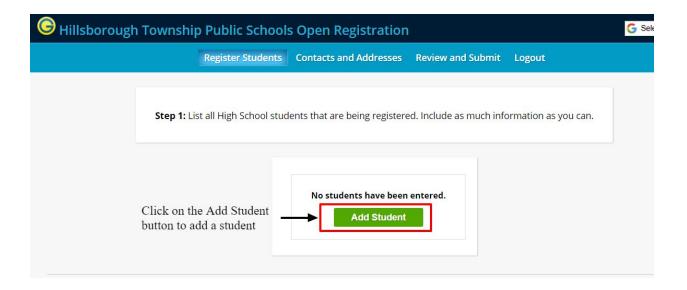# Hillsborough Township Public Schools

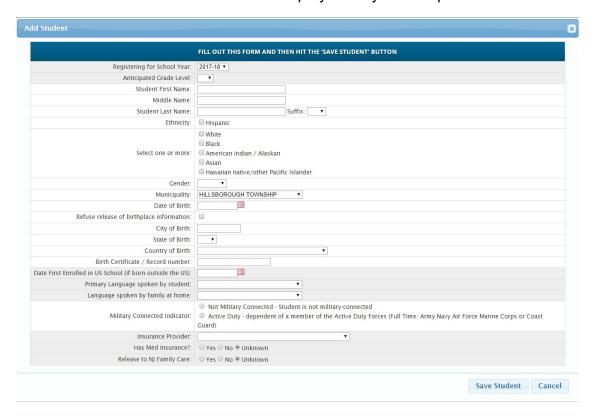## OPEN REGISTRATION PORTAL INSTRUCTIONS 2017-18

- This registration portal (https://genesis.htps.us/genesis/openReg) is used to collect basic information about your child before you come to the school in person to register. Please fill out all information requested. By filling out all information you will save time when you meet with the registrar. Be sure to include at least 1 emergency contact and your child's doctor.
- Click on the requested image to start the process (the security question will change according to images).
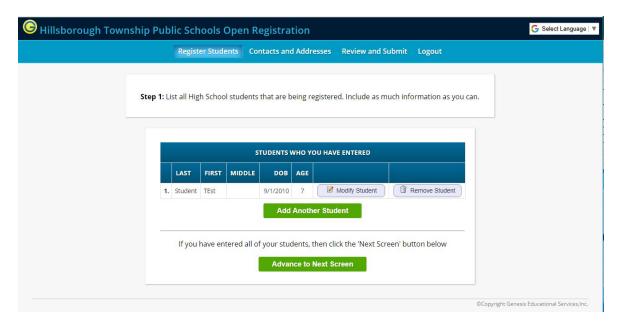
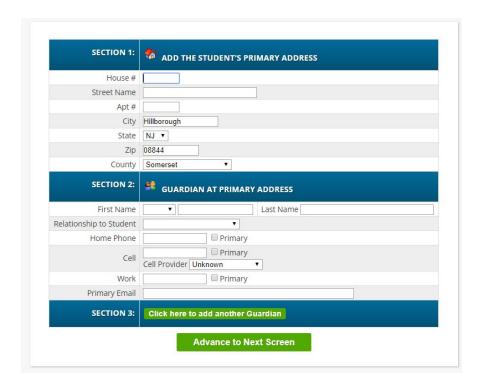The screen below will then be displayed on your computer

- Please enter all information using upper and lower case.
- Choose the **Grade level** your child will be attending when they enroll.
- Enter your child's legal **first name** as it appears **on the birth certificate**.
- Enter your child's legal **middle name** as it appears **on the birth certificate**.
- Enter your child's legal **last name** as it appears **on the birth certificate**.
- Enter any **Suffix** such as Jr., Sr., II, III, IV, etc.
- Choose your child's **ethnicity and race**. You can choose more than one category.
- Choose your child's **Gender**.
- **Municipality** defaults to Hillsborough, but can be changed to Millstone if applicable.
- Enter your child's **date of birth**. Format is MM/DD/YYYY if not using the calendar
- Enter your child's **city of birth** if they were born in the United States.
- Enter your child's **state of birth** if they were born in the United States. NJ is the first item in the drop down list.
- Enter the **Country** your child was born in. United States is the first item in the dropdown list.
- Enter the **Birth certificate number** if it's available.
- Enter Date **first enrolled in a US School** if applicable.
- Choose the **language spoken by your child**. English is the first item in the drop down.
- Choose the **language spoken by family members at home**. English is the first item in the drop down.
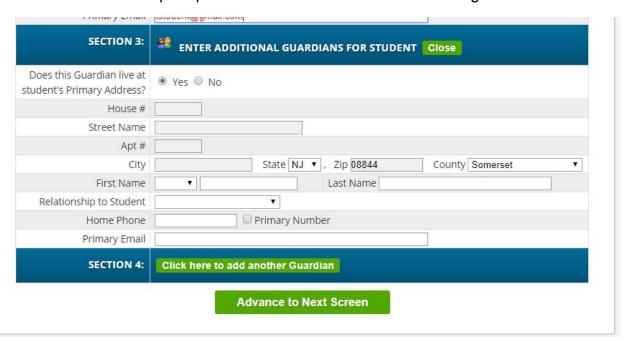
- Enter **Military Connected Indicator**.
- Enter **Insurance** Information.
- Click the **Add Student** button after checking your information.
- Another entry screen will now be displayed. If you have another student you wish to enter fill out all of the information for that child and click the **Add Another Student** button.
- If you have no additional students, click the **Advance to Next Screen** button to continue.

You will now be asked to enter the home address, along with information for the first guardian.
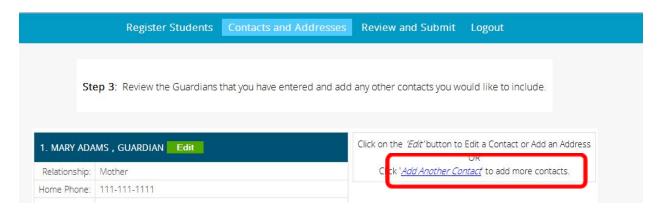
- Enter the guardian's house number.
- Enter the guardian's street.
- Enter any apartment number.
- City is defaulted to Hillsborough.
- State is defaulted to NJ.
- Zip Code is defaulted to 08844.
- County is defaulted to Somerset.
- Enter the guardians Prefix i.e. Mr. Mrs., Ms., Miss, Dr.
- Enter the guardian's first and last name.
- Choose the guardian's relationship to Student (mother, father, etc).
- Enter the guardian's home, work, and cell numbers including cell provider.
- Enter the guardian's Primary Email address. This email will be also be used to set up your parent portal access account.
- Click the box in SECTION 3 **Click here to add another Guardian** to add the second guardian's information if one exists.
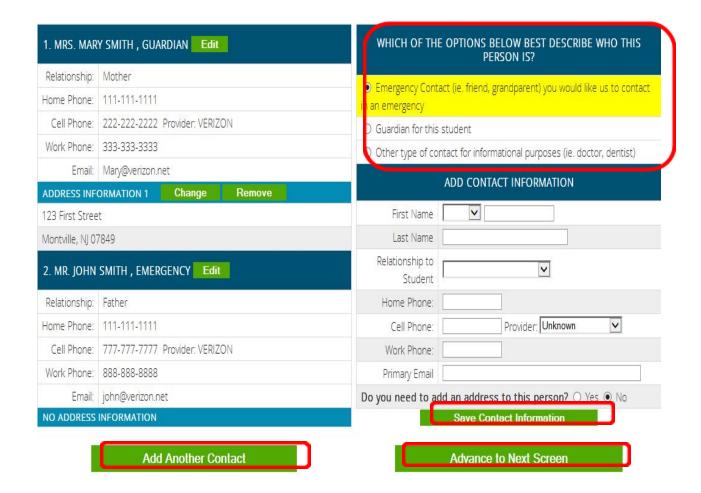- You will then be prompted for the information for the second guardian.

If the guardian does __not__ live in the same house with the child click **NO** to the question, "Does this Guardian live at student's primary address?"

- Fill out all the information requested.
- click the **Advance to Next Screen** button.
- The screen will now display all of the guardians you have entered. You have the ability to make any corrections if you entered something wrong.
- You will now be asked to enter at __least one__ **emergency contact** along with the **child's doctor**. You can enter as many emergency contacts as you like.

- Click Add another contact as noted below to continue.

- Choose Emergency contact to enter any other contacts you would like to have on file for the school to call in an emergency.

  At least one emergency contact is required.
- Enter the contact's first and last name.
- Choose what the relationship the contact is to the child.
- Enter at least one phone number for the contact in the appropriate place. You can enter more than one phone number. If using a cell phone be sure to include the cell provider.

- An email address and home address is not required.
- Click the **Save Contact Information** button.
- You can enter as many emergency contacts as you wish by clicking the **Add Another Contact** button.
- After you enter your emergency contacts you must enter your child's doctor's name and phone number.

- Click the **Add Another Contact** button.
- Choose a contact type of **other**.
- Choose Dr. as the prefix.
- Enter your doctors first and last name.
- Choose a relationship type of **Doctor**.
- Enter the Doctors phone number under Home Phone.
- Click the **Save Contact Information** button.
- Click the **Advance to Next Screen** button.
- Review all of the information you have entered and make any corrections.
- At the bottom of the screen you have the ability to enter your email address to get a confirmation email.
- Click on the **Submit Registration Information** button.
- This completes the registration process.

If you would like an e-mail confirmation, enter your email address below.

Submit Registration Information