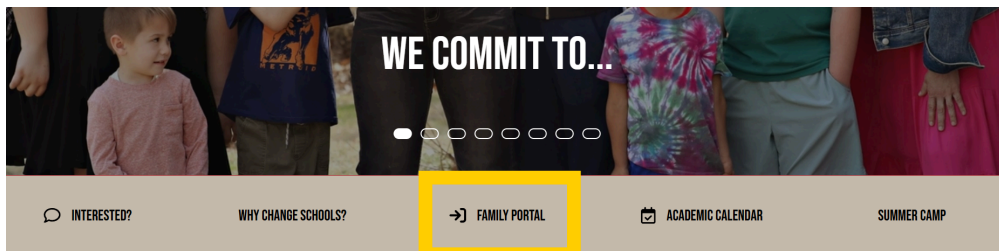




Update Student and Family Information in Family Portal

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

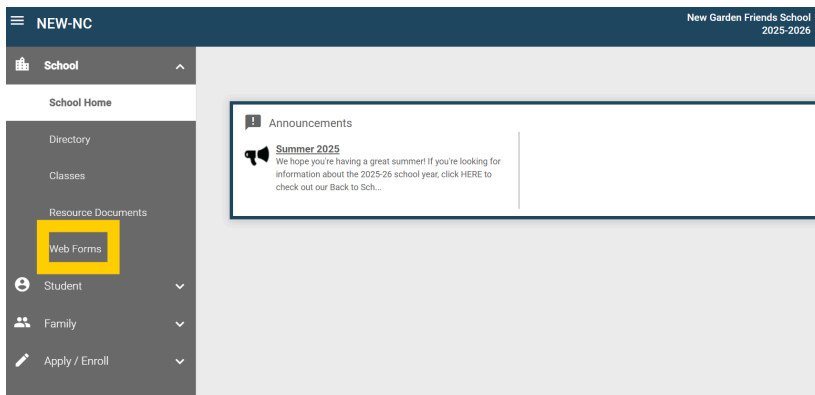
1. Go to the NGFS homepage, <http://www.ngfs.org>, and click on the words **Family Portal** (located on the middle of the page).



2. You will be redirected to the *Family Portal* login screen; enter your username (this is usually your email address) and password. **The district code for NGFS is NEW-NC.**
3. Click the **Log In** button.

A screenshot of the Family Portal login screen. The page has a dark blue header with the "FACTS" logo. Below the header is a white login form with fields for "District Code" (pre-filled with "new-nc"), "Username", and "Password". There is a "Forgot password?" link and a "LOG IN" button. At the bottom of the form is a "Create new account" link.

4. Select **Web Forms** under *School Home*



5. Select **Family and Student Forms** in the middle of the screen.
6. Click the form you wish to update: Student Information or Family Information.

Frodo
Baggins

Student Information for
School Year

Helen
Baggins

Family Information Form

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 beside "I have reviewed and updated this information."
10. Enter today's date. If a date is already there, please erase it. It is the last time you updated the form.
11. Click the **Save** button.

Questions? Contact Lisa Bates-Glass at lbatesglass@ngfs.org.