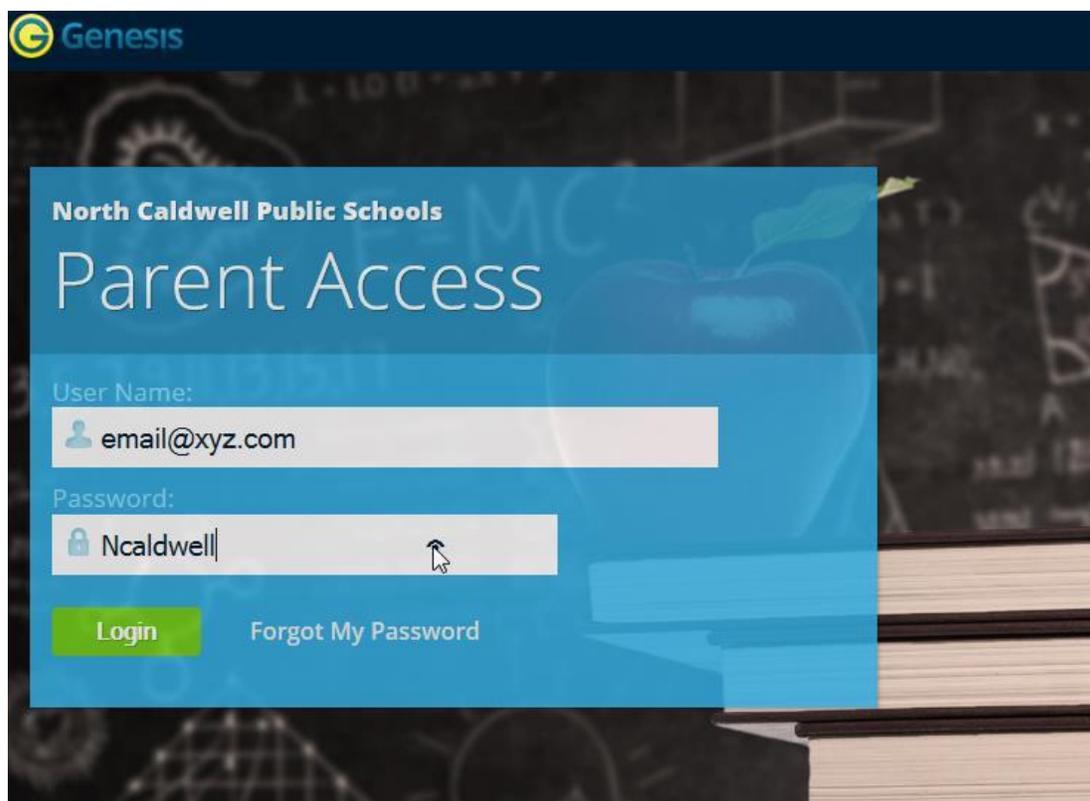


Instructions for Accessing the Genesis Parent Portal

1. Go to the district website at www.ncboe.org.
2. Go to the “Parents & Students” menu and click “Genesis Parent Portal.”



3. Enter the **email address you signed up with on the Genesis Parent Portal Sign Up Form** and use the temporary password “**Ncaldwell**” without the quotes and a capital “N.”. Click the “Login” button. You will be asked to change your password after logging in.



When you log in, you will see a list of your children, their assigned bus routes and their schedules, which will be available after the first day of school. Other information will become available as the school year progresses, such as report cards and daily attendance. You can also update your children's contacts by clicking on the "Contacts" tab.



After you are done editing the contacts, click the "Save All Changes" button to save the changes you have made.

