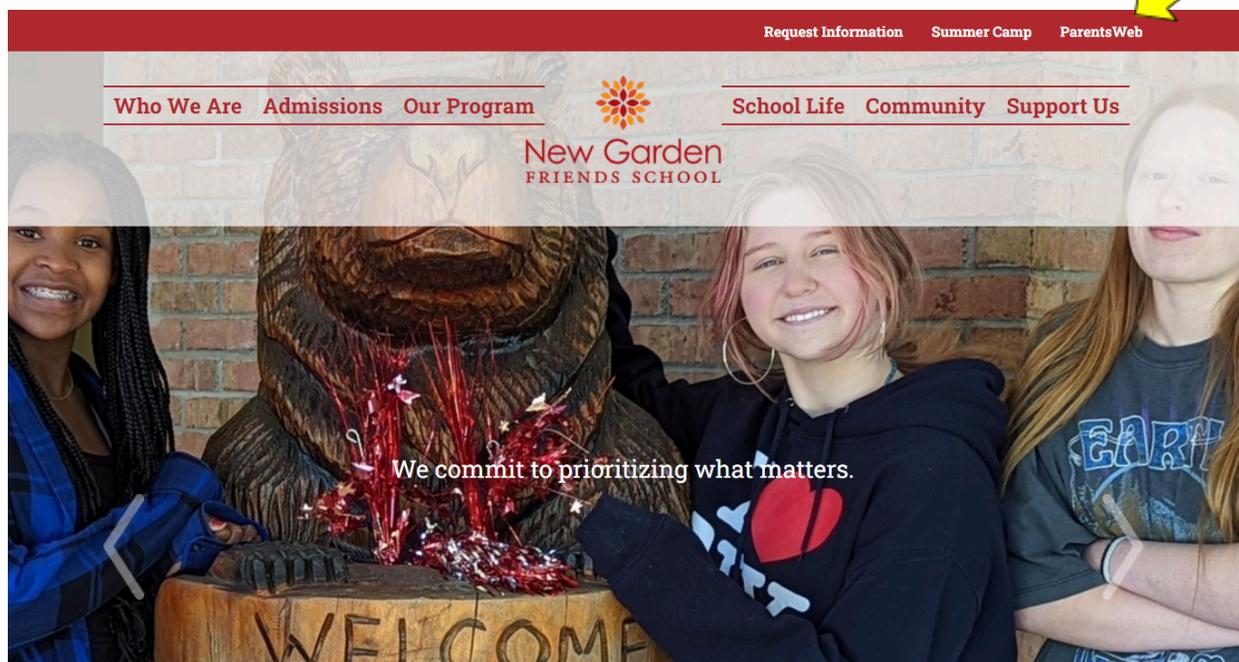


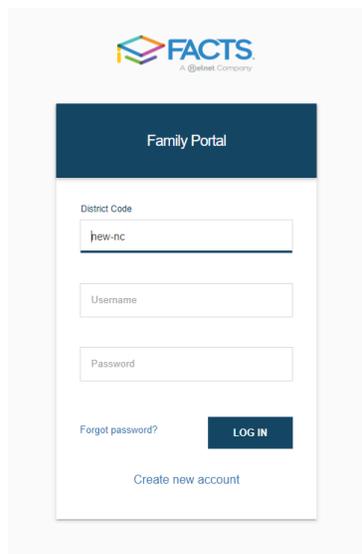
## Update Student and Family Information in ParentsWeb

You may update student or family information at any time during the school year. This may include a change in contact information, emergency contacts, 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 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. Click the *Log In* button.



FACTS  
A @net Company

Family Portal

District Code  
new-nc

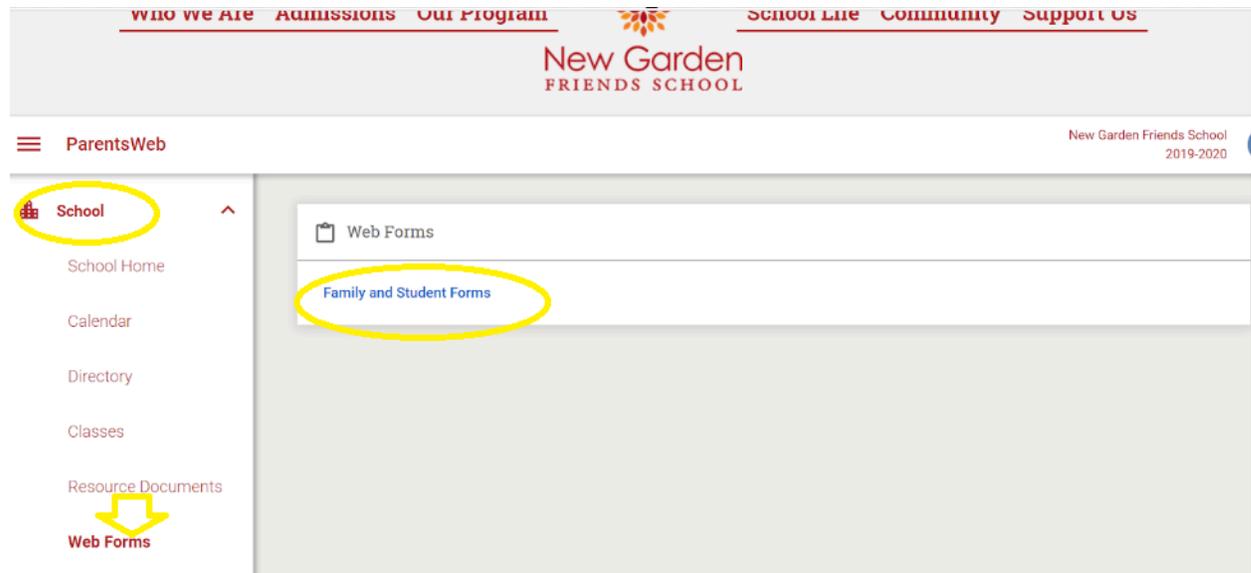
Username

Password

Forgot password? **LOG IN**

Create new account

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.

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.
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](mailto:lbatesglass@ngfs.org).