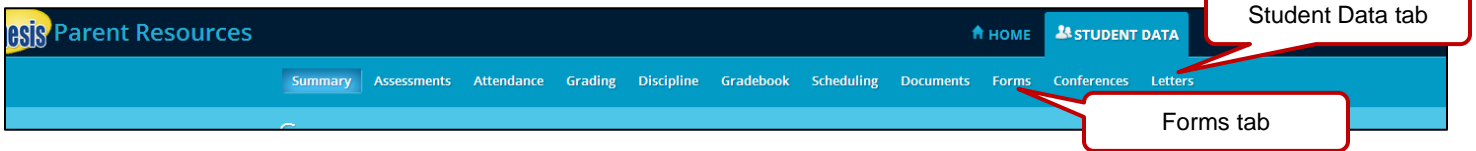


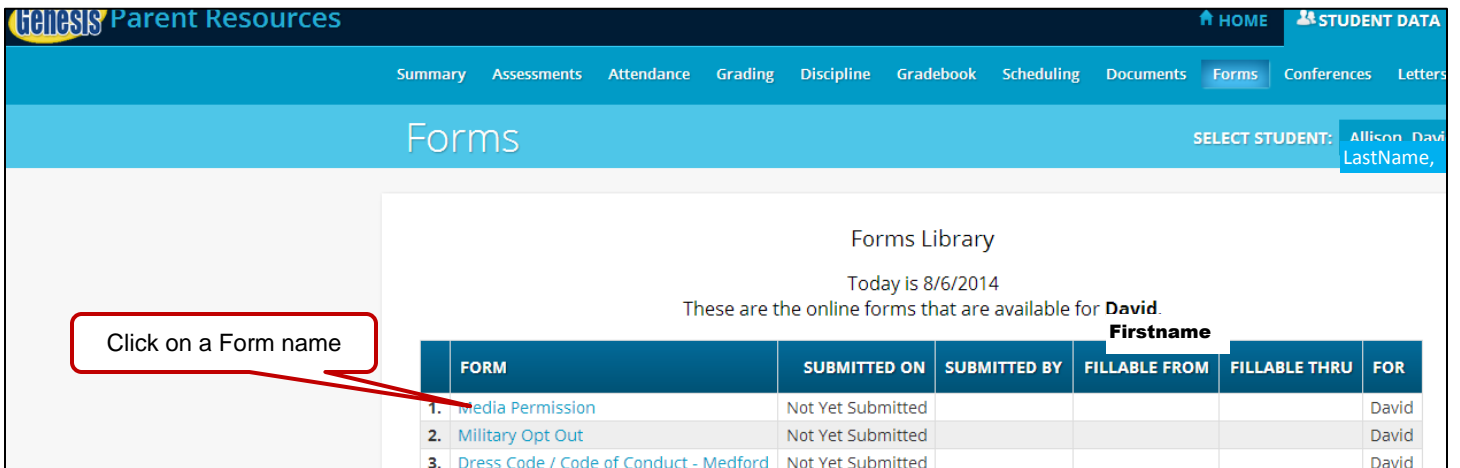
## Parent Portal - How to read and submit forms

It is highly recommended to use Google Chrome, not Internet Explorer. If you don't have Google Chrome, it may be downloaded for free by going to <http://www.google.com>

1. Go to the Parent Portal login screen: <http://www.bcit.cc/parentGenesis>
2. Login with your username (your complete email address in lowercase) and password
3. Click on the "Forms" tab (located under the "student data" tab)



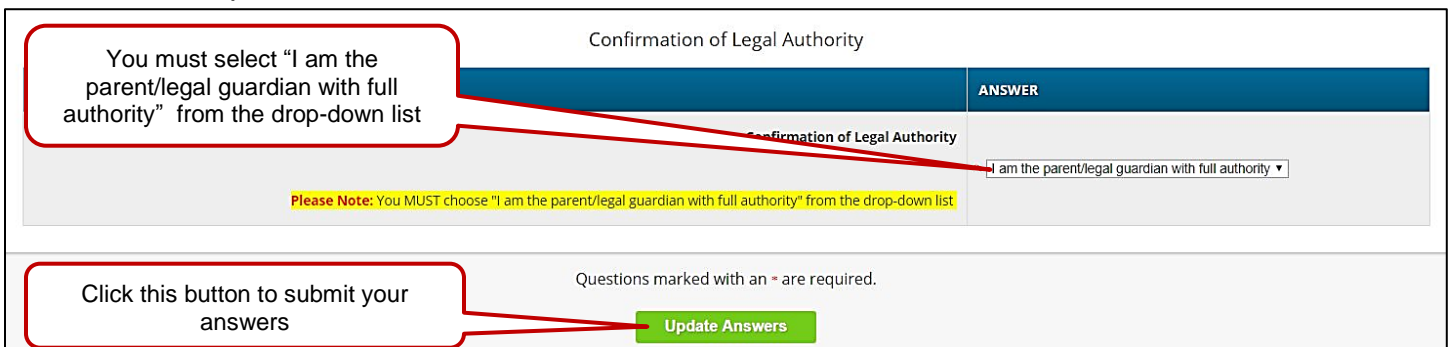
4. The Forms tab displays Forms that are available to be completed online for the current student
  - a. Click on a Form name



5. Complete all required drop boxes and checkboxes.
  - a. Links to review additional information are displayed in blue. When you click on a link for additional information, that information will appear in a pop-up box.



6. When you have completed the form and are ready to submit your answers please select "I am the parent/legal guardian with full authority" in the "Confirmation of Legal Authority" section, then click on the "Update Answers" button.



Please note: your answers will not be submitted unless you complete the "Confirmation of Legal Authority" section and click on the "Update Answers" button