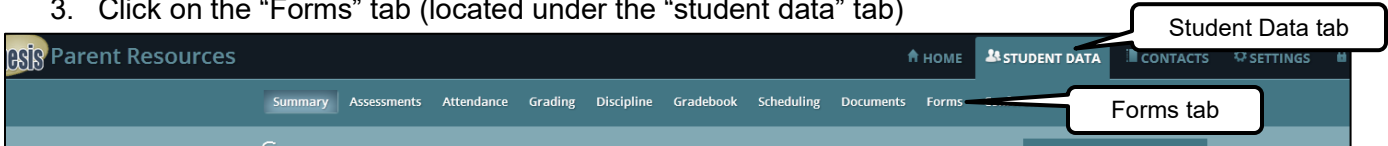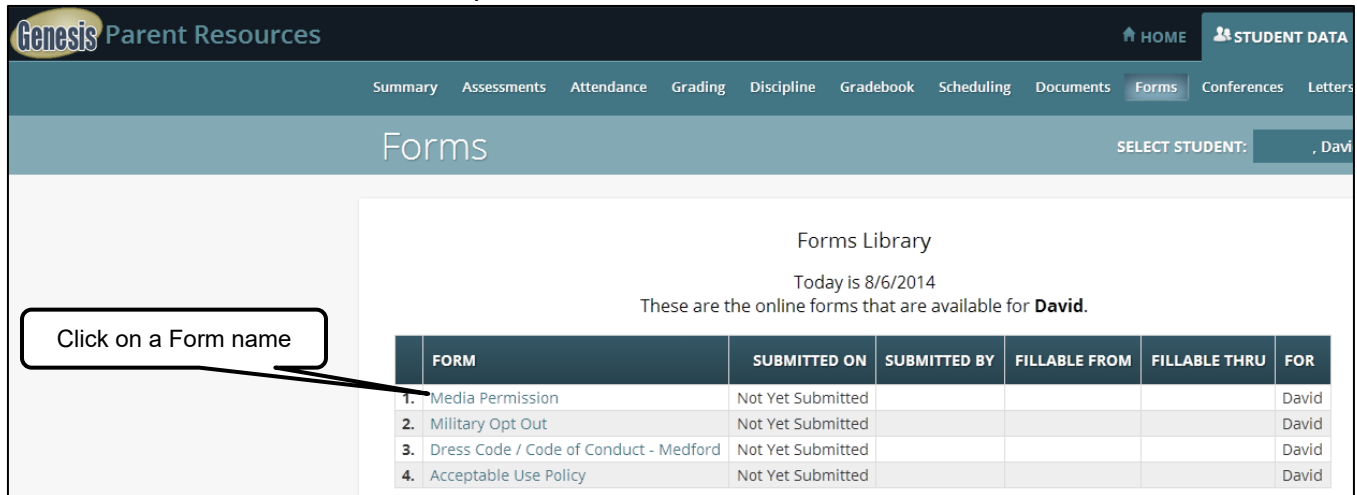# How to view and submit forms

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
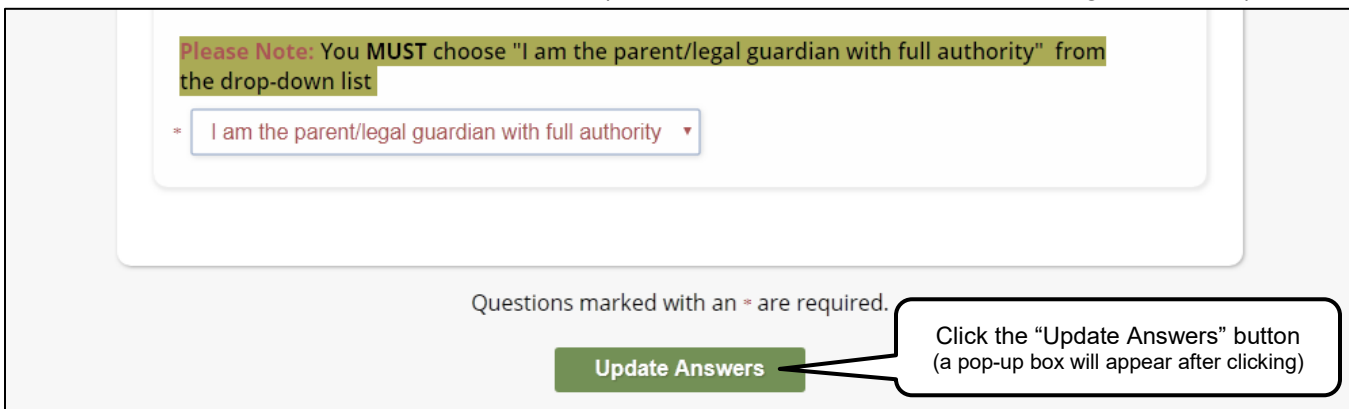
1. Go to the Parent Portal login screen: https://parents.genesisedu.com/bcit
2. Login with your username and password
   a. Your username is your complete email address
3. Click on the "Forms" tab (located under the "student data" tab)

Student Data tab

Forms tab

4. The Forms Library will display Forms available to be completed online for the current student
5. Click on a Form name to complete & submit it

Click on a Form name

6. Fill out all required drop boxes and checkboxes.
7. Click on the "Update Answers" button (a pop-up box will appear after clicking this button)

Click the "Update Answers" button (a pop-up box will appear after clicking)

8. In the pop-up box,
   a. Check the "Finalize" checkbox
   b. Click on the "Update Answers" button

Check the "Finalize" checkbox

Click the "Update Answers"