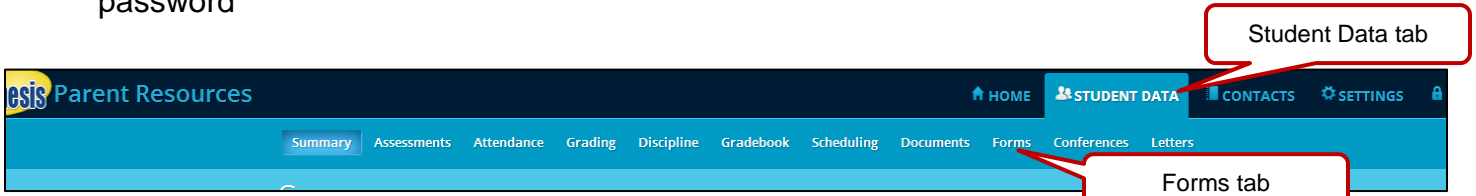


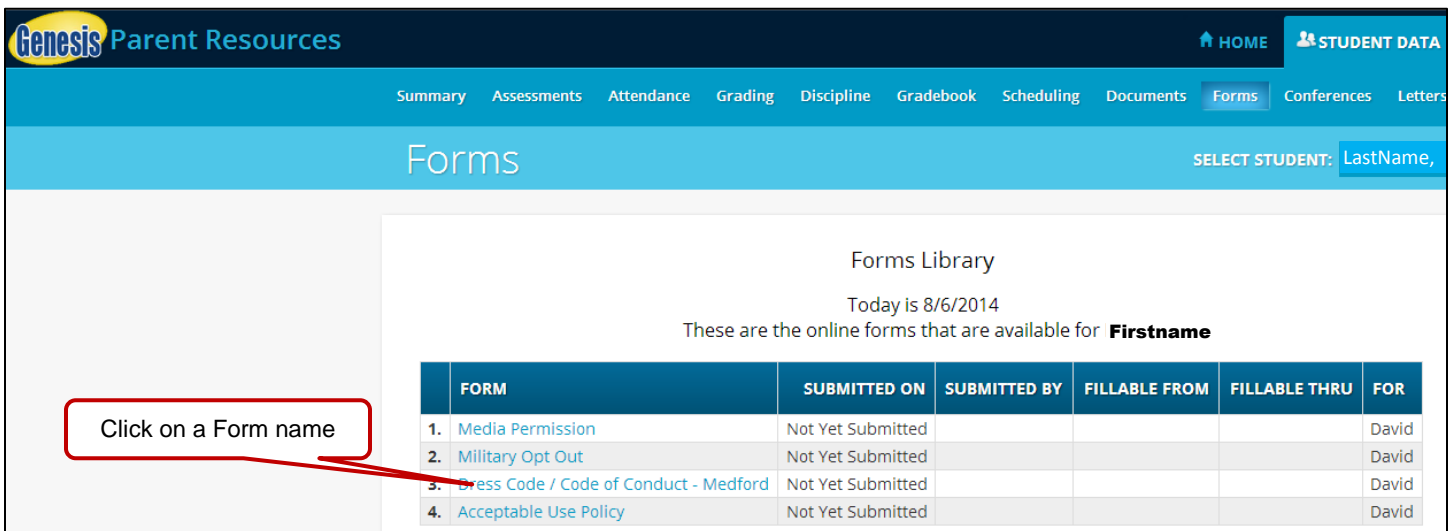
## Parent Portal - How to read and submit forms

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>

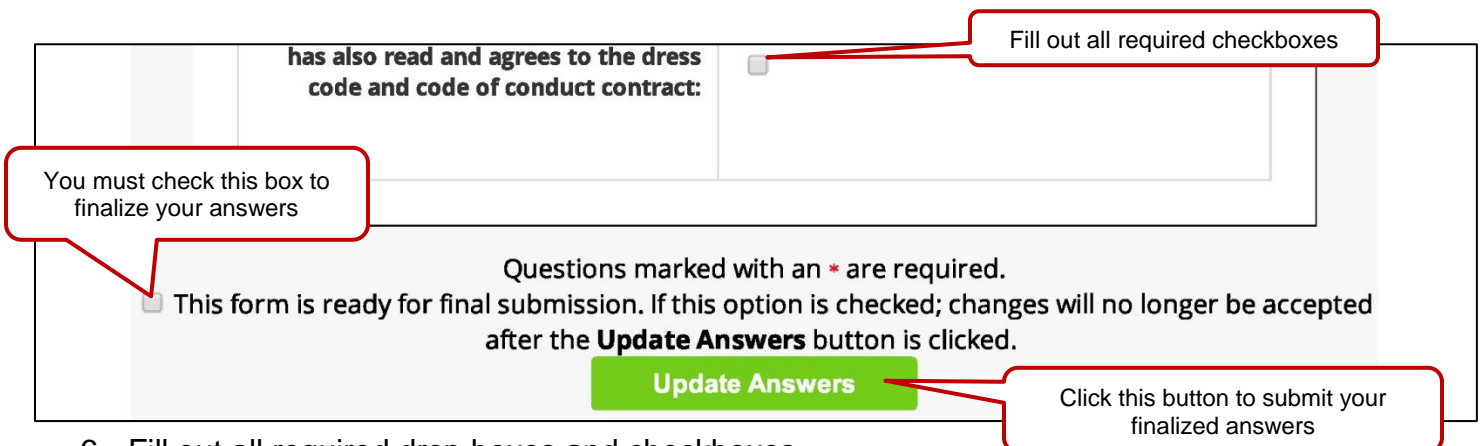
1. Go to the Parent Portal login screen: <http://www.bcit.cc/parentGenesis>
2. Login with your username (your complete email address in lowercase letters/numbers) and password



3. Click on the "Forms" tab (located under the "student data" tab)



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



6. Fill out all required drop boxes and checkboxes.
7. 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.
8. When you have completed the form and are ready to submit your answers please check the finalize checkbox. Please note: your answers will not be submitted unless you check the finalize checkbox and click on update answers