

PARENT GUIDE

Our school website is located at <http://www.ncs-nj.org>. It can also be reached at <http://northfield.groupfusion.net>.

CREATE A USER ACCOUNT ON OUR SCHOOL SITE

Please go to our site and click the “Parent Registration” link under the “Students & Parents” left menu. Read the information there and then click the provided link to the actual registration form. Be sure to enter an email address, your name, a password you will remember, and check off that you are a parent.

Registration Form

Please fill out the form below, all fields are required unless noted.

Email Address: If you do not have an email address, enter in a user name instead.

First Name:

Last Name:

Status: Student Parent Alumni Faculty/Staff

Phone #: (optional)

Password: 3-15 characters, no spaces


Verify Password:

[Click here to register >>](#)


Once you click the **Click here to register button**, your registration request will be submitted. Registration is open ONLY to parents/guardians of NCS students and/or people with an existing, verifiable association with the district. Registration requests are approved after verification against district records. You may be asked to provide information via email prior to approving your registration. We're sorry for any inconvenience. Once you receive confirmation of your registration, return to the site and log in.

On the left hand side under the mini-calendar, there will be a welcome message.


Welcome, [Your Name]

Under the Welcome box on the left, you should see a link that says  **My Family**. Click on this then click on the blue **Add your student** link at the top. Type in the last name of your child, then choose the appropriate child from the list. If you do not see your child listed, please contact Kevin Jarrett (kjarrett@ncs-nj.org). Repeat this process for all your children within the district.


TO VIEW ALL CHILDREN'S INFORMATION FROM A SINGLE PAGE

Once you are approved as the parent to your child(ren), the  **My Family** link will give you a single page from which to view all your children's homework, test dates and other events. From here you can also click onto a class, club or team and communicate via email with the teacher or coach.

CREATING CUSTOMIZED REMINDERS

You can also set an email reminder for your children's homework, tests and events by clicking on  **Setup email notifications** under each child. An email containing a child's homework due, tests scheduled and other events such as practices, games, club meetings etc. will arrive the day prior to the due date so that you can stay informed.

UPDATING YOUR EMAIL ADDRESS AND OTHER INFORMATION

If you need to update your email address, log in (with the original email address or username) and click on  **My Personal Settings** under the Welcome Box. Under the Email Address box, change your email address to the current one. You may also want to change the Username here. After any changes are made, please be sure to click the “Change Information” button to save your changes. You can also change your password here.

THANK YOU AND ENJOY YOUR SCHOOLFUSION SITE!