

Update and Verify Your 2016-17 Buzz Book Information – NO LATER THAN JUNE 3

Buzz Book updates are very easy to make online through the NCPE website. **You must review your profile and provide authorization to print, even if your information has not changed since last year!**

If you have previously accessed the NCPE Buzz Book database, please complete the following steps to update your Buzz Book information:

1. Go to www.ncpartnership.org/registration/index.php and log-in to the system
2. Click on "My Profile"
3. Check each field of information and make any updates or corrections as required
4. Click the buttons that indicate the information is correct and if you would like your information included in the Buzz Book
5. Click the button that says UPDATE FAMILY PROFILE
6. Please make sure to Click the button at the top of the page that says, "Order Your Buzz Book Online"

You must pre-order your book to reserve a copy for the Fall. We will have only a very small number available for purchase for new parents!

*If you have **not** previously logged into the NCPE system, please:*

- Go to www.ncpartnership.org/registration/index.php and click on re-send temporary password
- The system will send a temporary password to your e-mail address
- Return to the site and log-in as a First Time User
- When you enter the site, please click the "Change Password" button on the menu on the left hand side. Change your password and make a note of it for your future reference.

PLEASE NOTE - Work phone numbers WILL NOT be published in the Buzz Book but are included so that we have this information for students enrolled in the After-School Enrichment Program.

If you have any questions, problems or need help in any way, please e-mail Jann Skelton and Nicole Polini at BuzzBook@ncpartnership.org!