



CONTACT MANAGEMENT – STUDENT DEMOGRAPHIC INFORMATION

Logging In & Logging Out



Logging into Genesis is very simple:

1. Go to the Web Access URL supplied with your district welcome packet. There is a shortcut on the school website home page.
2. Enter your Email Address in the ‘**Username**’ field
3. Enter your Web Access password in the ‘**Password**’ field.
4. Click the ‘**Login**’ button

What if I forget my password? Right next to the Login button, you can find a “Forgot My Password” link:



If you forget your password, click the **Forgot My Password** link.

Logging Out of Genesis:

It is important to log out of Genesis Web Access properly: It is important to log out of *all* web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob
9	*PHYSICS HON	FY	T	C164	Barrett, Bob
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

		BUS		WEEK / DAY		< FRIDAY	
	ROUTE	TIME	BUS #	PICK UP / DROP OFF			
AM	A10	06:50AM	B210	stops at Easy St. & Herberville Rd.			
PM	A10	03:30PM	ghs				

When you click the logout icon you are immediately logged out:



Why log out? Why not just close or “nuke” the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

This applies not only to Genesis, but to every Internet/Web application you use.

Switching from English to Spanish

There is a [Cambiar el idioma a español](#) button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change language to English](#). Click this to return to English.

Student Summary Dashboard Screen

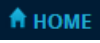
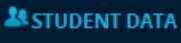
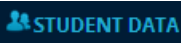
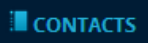
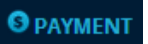
The Summary Screen - The Student Dashboard

Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your student’s Student Data Summary. This is the student’s Dashboard screen. You will see a ‘dashboard’ for every student linked to your login. All your students will be on one screen.

Top Tabs

There are four available dark blue “top tabs”. You may not see all of them, depending on which screens your district has enabled. The four include:

-  HOME – This is where you set up your user profile.
-  STUDENT DATA – This is where you can see information for one specific student. The first screen you see when you click on the  STUDENT DATA tab is the “Summary” dashboard with a separate “dashboard” panel for each of your students.
-  CONTACTS – This tab lists all contact information on record for your students. **It is the parent’s/guardian’s responsibility to update student’s contact information whenever there is a change.**
-  PAYMENT – Online payment of fees.

The Selected Student

Only one student can be ‘selected’ at one time. When you ‘select’ a student that student’s information will appear on the additional tabs Student Data tabs.

Selecting a Student

Changing the Selected Student

The name of the ‘currently selected student’ is displayed in the ‘**Select Student**’ drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student’s information.

Select the student whose information you wish to look

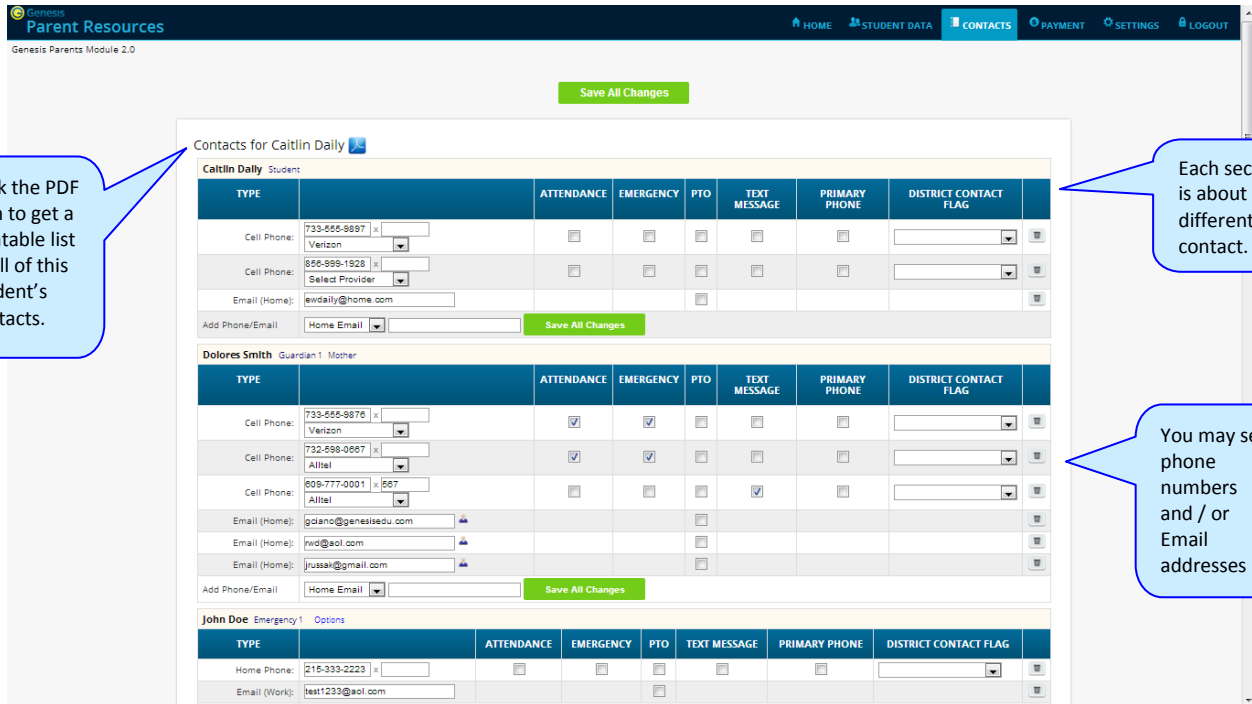
The “Select Student” Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact your school or district office.

Contact Management

The Contacts screen allows you to view and update the contact information for your students.

A PDF icon may appear next to the name of each of your children to allow you to print out their current contact information.



Part of the Contacts Screen listing all Contact Information for your students


What is listed on the Contact Management Screen?


The Contacts screen lists all telephone and email contact information for:

- The student themselves – legal guardians – such as you – who are allowed to view the children’s information.
- The student’s Guardians – the legal guardians – such as you – who are allowed to view the children’s information.
- Other contacts – all other people whom you wish the school to be aware of in your children’s lives, including:
 - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.

The Contacts screen has an area for each of your children and within a child’s area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the  PDF icon next to the student’s name and click it.

Contacts for Caitlin Daily 

Click this icon

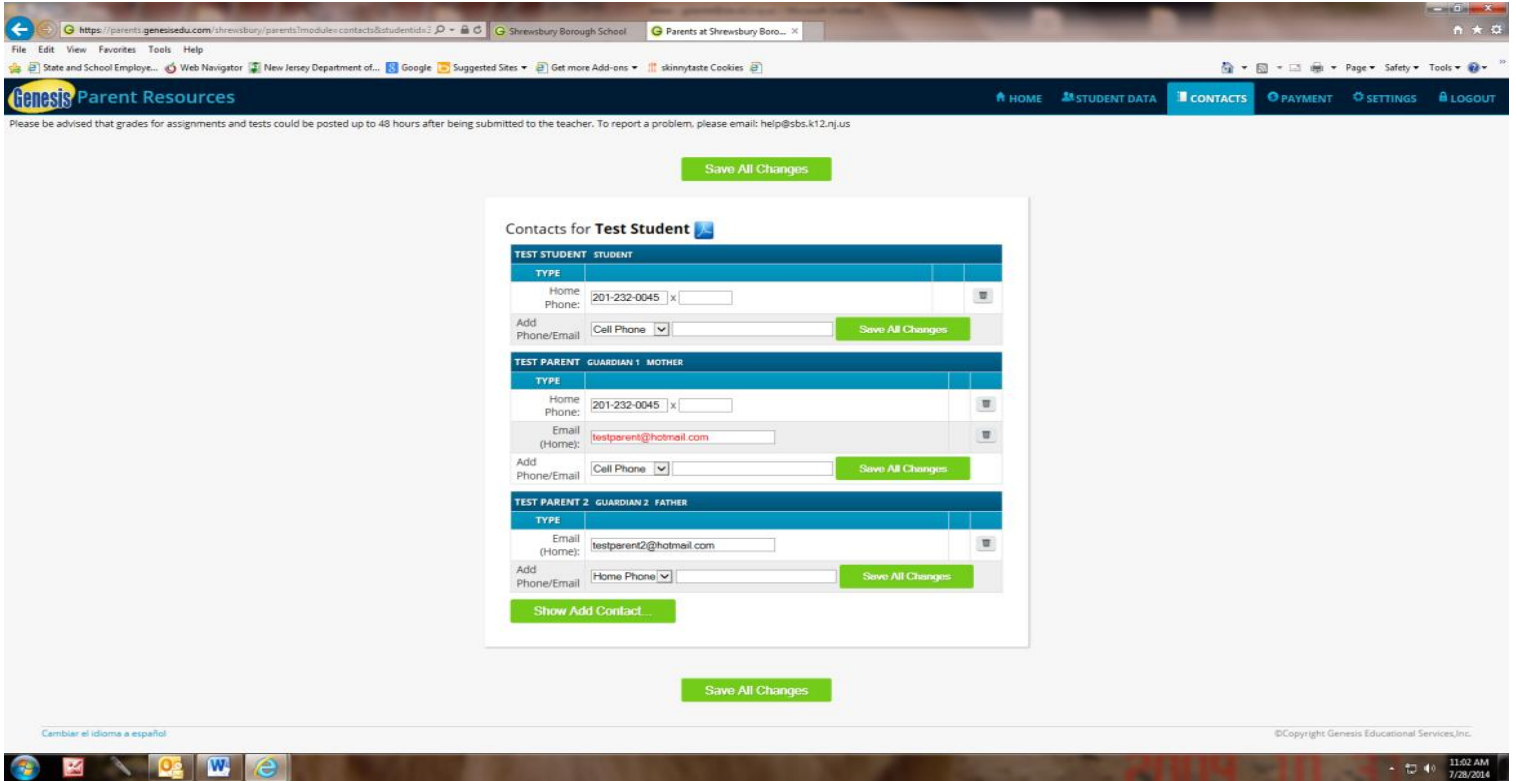
This will bring up a report of this student’s Contact information:

Contacts for Daily, Caitlin As of 06/29/2013				
Contact Name	Type	Relationship	Phone	Email
Caitlin Daily	Student	Student	733-555-9897 (Cell)* 856-999-1928 (Cell)	ewdaily@home.com (Home)
Addresses Legal Residence Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 732-598-0667 (Cell) 609-777-0001 x567(Work)	gclano@genesisedu.com (Home) rwd@aol.com (Home) jussak@gmail.com (Home)
Addresses Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755				
Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755 Mailing Address A D G R S Dolores Smith P/O/ Box 145 Riverdale, NJ 07457				
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	test1233@aol.com (Work)
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Overlook Hospital	Other	Hospital	999-976-5432 (Home)*	

The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.

This report can be printed out. **Updates and corrections are the responsibility of the parent/legal guardian.**



Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

Scroll down to view additional students and contact information

Interpreting Information for a Contact

The top line shows the Contact’s name and “contact type” and relationship to the student:

There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. To remove phone numbers, a trashcan icon will appear at the far right of each phone number:

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-9897 x [] Verizon []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[] 

Email Addresses: A Parent/Guardian should **only have one home/personal email address listed, not a business email.** If a small icon appears at the right side of the email address, it means that this



email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

The screenshot shows a web browser window with the URL <https://parents.genesisedu.com/shrewsbury/parents/modules/contactStudentId...>. The page title is "Parents at Shrewsbury Boro...". The navigation bar includes "HOME", "STUDENT DATA", "CONTACTS", "PAYMENT", "SETTINGS", and "LOGOUT". A message at the top states: "Please be advised that grades for assignments and tests could be posted up to 48 hours after being submitted to the teacher. To report a problem, please email: help@sbs.k12.nj.us".

The main content area is titled "Contacts for Test Student". It contains three contact sections:

- TEST STUDENT STUDENT**: Includes a "Home Phone" field with the value "201-232-0045" and an "Add Phone/Email" dropdown menu set to "Cell Phone".
- TEST PARENT GUARDIAN 1 MOTHER**: This section is highlighted with a red box. It includes a "Home Phone" field with the value "201-232-0045", an "Email (Home)" field with the value "testparent@hotmail.com", and an "Add Phone/Email" dropdown menu set to "Cell Phone".
- TEST PARENT 2 GUARDIAN 2 FATHER**: Includes an "Email (Home)" field with the value "testparent2@hotmail.com" and an "Add Phone/Email" dropdown menu set to "Home Phone".

Each section has a "Save All Changes" button. At the bottom of the form is a "Show Add Contact..." button. A blue callout bubble points to the form with the text: "Each 'Contact' represents one person in a student's life (e.g. Mother, Grandmother, Uncle),."

The Student's Own Contact Information

Each student should have their parent/legal guardian phone numbers and email address listed under the "Student" contact.

Updating Information for a Contact

Each section contains information for a single Contact:

Information for one Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle).

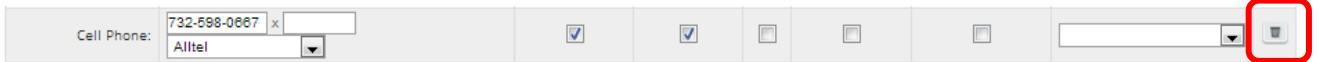
You must update the Contact information directly on the screen.

Updating a Contact's Email and Phone Numbers

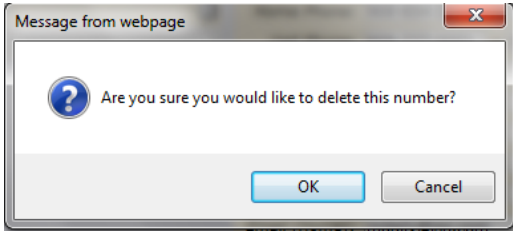
You can do three things to the email addresses and phone numbers:

- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email address

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



A confirmation dialog will appear:

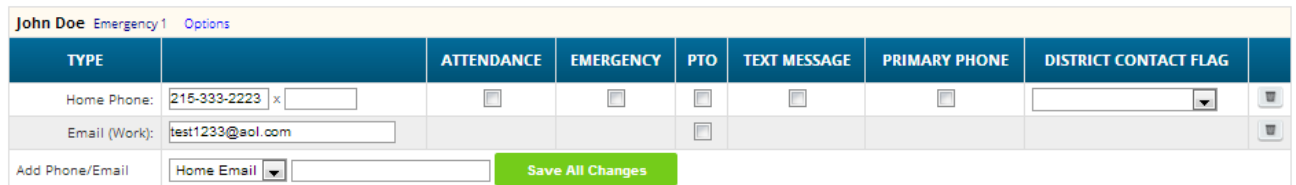


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:

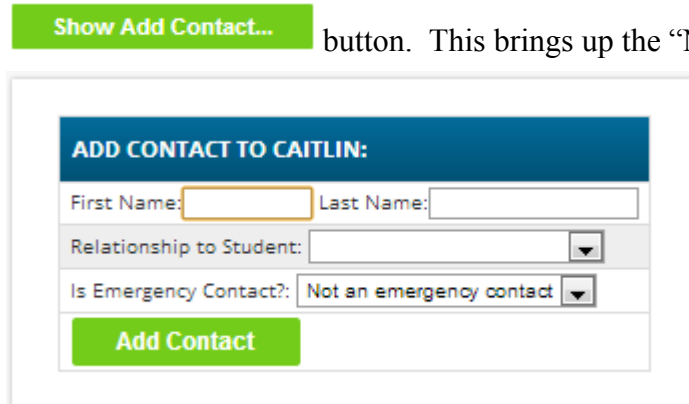


Select the type of information you want to add.
Then move to the blank text field and enter the phone number or Email address.
Go to the top or bottom of the screen and click the **Save All Changes** button.

Adding a New Contact

You can add a new contact.


To add a Contact, click on the **Show Add Contact...** button. This brings up the “New Contact” area right below the button:



Enter the following fields:

- Contact First Name – The person’s last name
- Contact Last Name – The person’s first name
- Relationship to Student – Select the new Contact’s relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.

You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the  button to add the new Contact.


WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child’s contacts.

Changing Relationship Information for or Deleting an Existing Contact

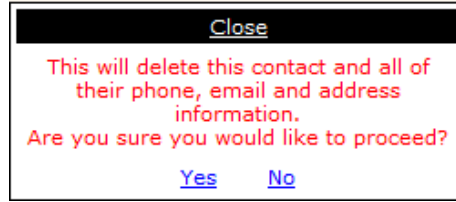
There will be an [Options](#) button in the top line of the contact’s information. To update the name information for a contact or to delete the contact entirely, use this [Options](#) button:

When you click [Options](#) , a popup appears:

The popup gives you three options:

-  - Clicking the Close button dismisses the popup and makes no changes.
- [Change Contact](#) - Clicking [Change Contact](#) lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Address are changed as described above.)
- [Delete Contact](#) - Clicking [Delete Contact](#) removes the contact entirely. This removes the whole contact: name, phone numbers and email address. **WARNING: There is no UNDO button.**

Deleting a Contact: When you click [Delete Contact](#) the following confirmation dialog appears:



If you click [Yes](#), the contact and all their information is permanently removed. If you click [No](#), then the popup is closed and the contact is not deleted.

Changing a Contact: When you click [Change Contact](#) the following popup appears:



You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the [Save All Changes](#) button.

Be sure to *SAVE ALL CHANGES*.