



*EDUCATIONAL SERVICES*

**Parent**

**Access**

**User**

**Manual**

## GENESIS STUDENT INFORMATION SYSTEM

## PARENT ACCESS

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## I. Introduction

The Genesis Parents Module is a safe, secure way to view your child's school record for the current school year. You will have access to the following information:

- Your child or children's Schedule
- Your child or children's Interims
- Your child or children's Report Cards
- Your child or children's daily attendance record and class attendance records for the High School.
- 

The rest of this manual will guide you through all of the screens which are available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).

## II. Logging In

The screenshot shows a web browser window displaying the 'Parent Access' page for Tenafly Public Schools. The page has a yellow header with the text 'Parent Access' and a blue banner below it with the text 'Tenafly Public Schools'. The main content area is light gray and contains a login form with the following elements:

- A heading: 'Please Login to Parent Access:'
- A label 'User Name:' followed by a text input field.
- A label 'Password:' followed by a password input field.
- A blue 'Login' button.
- A blue link labeled 'Forgot My Password'.

Below the login form, there is a welcome message: 'Welcome to the Tenafly Public Schools Student Information System.' followed by the text 'Genesis Parent Portal Help Desk' and the phone number '201-816-4523'. At the bottom of the page, there is a button labeled 'Add Parents to Favorites'.

### Logging In

Logging into Genesis is very simple:

1. Go to the Parent Access URL
2. Enter your Email Address in the '**Username**' field
3. Enter your Parent Access password in the '**Password**' field.
4. Click the '**Login**' button

### Logging In for the First Time

The very first time you login you will be required to change your password.

### What if I forget my password?

If you forget your password, you must click the '**Forgot My Password**' link on the Login page. Your existing password will be emailed to you.

### III. Student Summary Dashboard Screen

#### A. Your “HOME” Screen - The Student Dashboard

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with 'Home', 'Attendance', 'Grading', 'Discipline', 'Gradebook', 'Scheduling', and 'Setup'. The 'Home' button is highlighted with a red rectangle. Below the navigation bar, the user is logged in as 'Daily, Ed' (Genesis High School) on Thursday, 1/7/2010 at 2:03 PM. The main content area is divided into two student profiles. The first profile is for 'Daily, Ed' (Student ID: 504495). It includes a photo, personal details, and a 'Schedule' table. The 'Schedule' table has columns for 'Per', 'Course', 'Sem', 'Days', 'Room', and 'Teacher'. The row for 'ENGLISH 1 HON' is highlighted in green. Below the schedule are sections for 'Attendance This Week' and 'Assignments This Week'. The second profile is for 'Daily, Hugh' (Kingston Elementary School). At the bottom of the page, there is a copyright notice for Genesis Educational Services, Inc.

#### Genesis Parent Access “Home” – Student Dashboard Screen

When you login to Genesis Parent Access the first screen you see is Parent Access “Home”. This is the Student Dashboard screen. You will see a ‘dashboard’ for every student linked to your login.

Each student’s ‘dashboard’ contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in ‘right now’: **current class**, **current teacher** and **current room**.
- Your student’s schedule. The class the student is in ‘right now’ is highlighted in green.

**Parent Resources** Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Scheduling Setup

Tuesday, 3/10/2009 10:17AM

**Genesis High School**  
Daily, Ed  
Student id: 504495  
Homeroom: D226  
Grade: 12  
Age: 20  
Birthdate: 03/09/1989  
Current Class: US HISTORY 2  
Current Teacher: Barr, Bob  
Current Room: 113

**Schedule** Day: T

Per	Course	Days	Room	Teacher
2	*CALCULUS AP	MTWRF	F127	Weeks, Karen
3	GEOMETRY 9	MTWRF	142	Baez, Jose
4-5	US HISTORY 2	MTWRF	113	Barr, Bob
6	*BIOLOGY HON	MTWRF	118	Aberson, Cliff
7	*BIOLOGY HON	W	128	Adlesh, Dave
7	PE 3/SCI	MTRF	GYM-A	Atkinson, Lefty
8	*COMP SCI AP IS	MTWRF	103	Aguayo, Luis
9	*ENGLISH 3 HON	MTWRF	D274	Anderson, Garret

**Kingston Elementary School**  
Daily, Hugh  
Student id: 1008100  
Homeroom: 30  
Grade: 05  
Age: 11  
Birthdate: 05/29/1997  
Current Class:  
Current Teacher:  
Current Room:

**Schedule** Day: T

Per	Course	Days	Room	Teacher
1	Art (S)	MTWRF	30	Abercrombie, Dave
1	Art (S)	MTWRF	30	Frey, Ellen
1	Music (S)	MTWRF	30	Ainsmith, Eddie
1	Music (S)	MTWRF	30	Frey, Ellen

**Ocean Middle School**  
Daily, Con JOHNATHON  
Student id: 1012097  
Homeroom:  
Grade: 07  
Age: 14  
Birthdate: 12/18/1994  
Current Class:  
Current Teacher:  
Current Room:

**Schedule** Day: T

Per	Course	Days	Room	Teacher
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Parent Access Module

Figure 1 – Screen view without Bus Assignments displayed

**More Information About Each Student**

The ‘Parent Access Home’ screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.

Daily, Ed Fred

Student id: 504495  
Homeroom:  
Grade: 12  
Counselor: Allen, Myron  
Age: 20  
Birthdate: 04/24/1989  
Current Class:  
Current Teacher:  
Current Room:

**Schedule** Day: T

Per	Course	Days	Room	Teacher
1	ESS OF ALG 2	MTWRF	202	Barfoot, Clyde
2	SAT VERBAL	MTWRF		
2	*BIOLOGY AP	W		
3	*BIOLOGY AP	MTWRF		
4-5	*ENGLISH 3 HON	MTWRF	D239	Aldridge, Vic
6-7	WORLD CULTURES	MTWRF	113	Barr, Bob
7	PE 3/SCI	MTRF	GYM-A	Atkinson, Lefty
8	*COMP SCI AP IS	MTWRF	103	Aguayo, Luis
8	WORLD CULTURES	MTWRF	113	Adams, George
9	HSPA PREP 9 - Course Descrip	MTWRF	F128	August, Don
10	SAT PREP	MTWRF	A005	Ayala, Benny
11	AEROSPACE 2 AS	MTWRF	E140	Barrett, Frank
12	SS COMPUTERS	MTWRF		

Counselor name

**If your child has a schedule (in high school or middle school), click the  icon to get a printable copy of their schedule.**

**The Selected Student**

Only one student can be ‘selected’ at one time. When you ‘select’ a student that student’s information will appear when any of the additional tabs are clicked.

## B. Selecting a Student

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with tabs for 'Home', 'Attendance', 'Grading', 'Discipline', and 'Return'. A 'Select Student:' dropdown menu is open, showing a list of students: 'Daily, Ed', 'Daily, Hugh', and 'Daily, Con JOHNATHON'. The 'Daily, Ed' student is currently selected. Below the menu, the student's information is displayed in a table format, including their photo, student ID (504495), homeroom, grade (11), age (16), birthdate (08/11/1989), current class (HSPA PREP 11), current teacher (Baez, Jose), and current room (142). To the right of this information is a 'Schedule' table with columns for 'Per', 'Course', 'Days', 'Room', and 'Teacher'. The schedule for 'Daily, Ed' includes courses like ALGEBRA 1, GRAPHIC DES 1, \*ENGLISH 3 HON, US HISTORY 2, LUNCH, ARCHITEC DR 1, PE 3/SCI, and HSPA PREP 11.

### 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.

### The "Select Student" Drop Down

This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school office. You are required to submit a separate signature slip for each student.

## IV. Attendance

### A. Daily Attendance

Daily Attendance is your child’s official daily attendance.

**Parent Resources**  
 Select Student: Daily, Ed  
 Home Attendance Grading Discipline Gradebook  
 Daily Attendance Class Attendance  
 School: 2002 - Genesis High School

August							September							October							November																		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa												
3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																									
24	25	26	27	28	29	30	31																																
31																																							

December							January							February							March																		
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7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
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April							May							June							July																		
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April							May							June							July																		
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26	27	28	29	30	31																																		

April							May							June							July																		
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April							May							June							July											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
12	13	14	15	16	17	18	19	20	21	2																						

## B. Class Attendance

If your child is in the High School and has separate courses, Class Attendance may show you their attendance for each separate subject. You must click the **Class Attendance** tab under **Attendance** to find class attendance. If this button does not appear, your child’s school does not record individual class attendance.

**Parent Resources**  
Home Attendance Grading

Daily Attendance **Class Attendance**

**Class Attendance for the Month of** June (2009)

**Class Description Legend:**  
Present  
AB Absence  
NO Nurse  
LE Left Class Early

**Class Totals Summary (Example for \*BIOLOGY AP):**

	All	U	E
YTD	0.0	0.0	0.0
MP1	0.0	0.0	0.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

The Class Attendance screen shows you your student’s Class Attendance summary for each of their separate subjects. One month is displayed at a time and the screen always starts by showing you **the current month’s attendance**. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color coded.
- The ‘Legend’ of color-coded Attendance codes for your school is shown at upper right.
- “Today” is always highlighted in yellow (e.g. above 11/21/2008).
- Along the right side of the screen there is a separate summary for each subject for the entire school year, divided by Marking Periods.

*CALCULUS AP			
	All	U	E
YTD	1.0	0.0	1.0
MP1	1.0	0.0	1.0
MP2	0.0	0.0	0.0
MP3	0.0	0.0	0.0
MP4	0.0	0.0	0.0

Each subject summary contains the following attendance totals for the class:

- All** - All absences for the subject,
- U** – the Unexcused absences
- E** – the Excused absences

## V. Grading

The Grading screen gives you access to your student's Interims or Report Cards.

**Parent Resources** Powered by Genesis Educational Services, Inc.

Select Student: Daily, Ed

Home Attendance **Grading** Discipline Gradebook Setup Log Off

**Daily, Ed**  
2008-09 Report Card

*Please click here to view the MP1 form for Ed.*

Course	Sem	School	Teacher	MP1	MP2	ME	MP3	MP4	FE	FG	Attempted	Earned
*ENGLISH 3 HON	FY	Genesis High School	Anderson, Garret	A+ 12 22							5.00	
NEWSPAPER PROD	FY	Genesis High School	Allen, Dusty								5.00	
ITALIAN 2	FY	Genesis High School	Barr, Bob (Italian)	A+		A					5.00	
*CALCULUS AP	FY	Genesis High School	Weeks, Karen	A+ 03 29							7.00	
*COMP SCI AP IS	FY	Genesis High School	Aguayo, Luis	Completes Assignments Promptly							5.00	
*BIOLOGY HON	FY	Genesis High School	Adlesh, Dave								6.00	
PE 3/SCI	FY	Genesis High School	Atkinson, Lefty								3.00	
US HISTORY 2	FY	Genesis High School	Barr, Bob	B-							5.00	

**Comments Legend**

03 Completes Assignments Promptly	09 Exceeds Requirements	12 Excellent Student	16 Has Constructive Ideas
17 Has Good Organizational Skills	19 Homework is Complete	22 Initiates Discussion	29 PLEASURE TO HAVE AS A STUDENT

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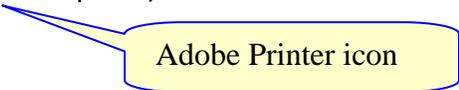
### Viewing your Child's Most Recent Interim or Report Card

If you are able to view your child's actual report card, a ["Please click here to view"](#) message will appear between your child's name and the form:

**Daily, Ed**  
2007-08 Report Card

*Please click here to view the MP1 form for Ed.*

If this message appears, click it to view the actual interim displayed in Adobe Reader (Adobe Reader must be installed on your computer).



### Procedure to Print a Copy of the Interim or Report Card

1. Click on the **'Setup'** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual Interim or Report Card at this time.
3. When the Interim appears, locate the Adobe printer icon  at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the Interim.

#### **Procedure to Save a Copy of the Interim or Report Card**

1. Click on the **'Setup'** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual Interim or Report Card at this time.
3. When the Interim or Report Card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the Interim or Report Card.

#### **Procedure to Return to the Genesis Parents Module**

1. When you are done viewing the Interim or Report Card, click the browser "Back" button.

## VI. Scheduling

**Parent Resources** Powered by Genesis Educational Services, Inc.

Select Student: Daily, Ed Fred

Home Attendance Grading Discipline Gradebook **Scheduling** Setup Logout

**Daily, Ed Fred**  
Ed has been assigned to grade 12 and will attend Genesis High School in 2009-10

**Ed's 2009-10 Schedule**

Semester	Period	Course	Days	Room	Teacher
FY	1	NEWSPAPER PROD	MTWRF	102	Adair, Jerry
FY	5	SAT MATH	MTWRF	107	Bease, Dan
FY	6-7	US HIST 2/ECON	MTWRF	D233	Barry, Jack
FY	10	PHYS ED 4	MTWRF	GYM-A	Atkinson, Bill

**Ed's Course Requests for 2009-10**  
These courses have been requested for the next school year.

Course	Description	Credits	Recommended By
10031	SAT MATH	1.250	
10055	CREAT DRAM/THEA	5.000	
10079	NEWSPAPER PROD	2.500	
10386	English 4 Honors	5.000	
10509	COMPOSITION	2.500	
10805	JOURNALISM	5.000	
10881	CREATIVE WRITING 1S	1.000	
13705	*CALCULUS HON	5.000	
14377	*CHEMISTRY HON	6.000	
15215	US HIST 2/ECON	5.000	
15275	*US HISTORY 2 HON	5.000	
27045	PHYS ED 4	3.750	
LUNCH	LUNCH		

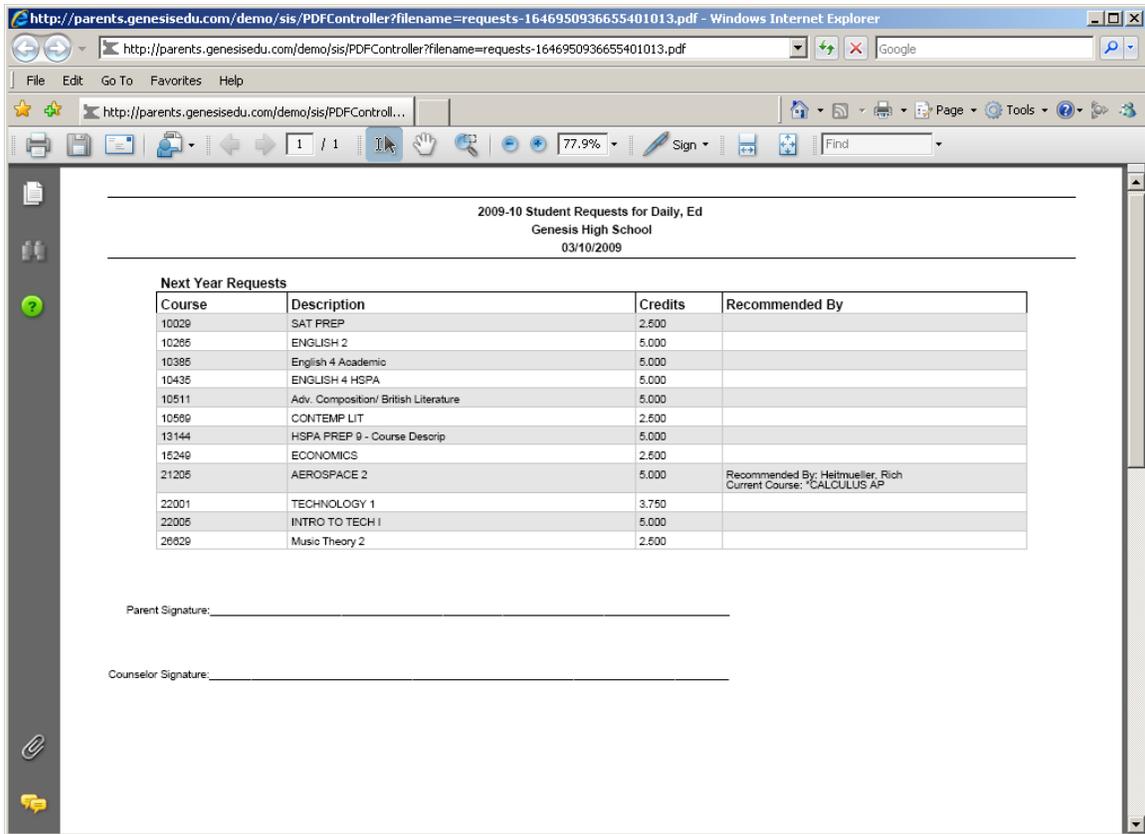
2009-10 Course Recommendations for Ed which have not been Requested

Parent Access Module © Copyright Genesis Educational Services, Inc.

The **Scheduling** screen shows you your student's course requests for the *next* school year (e.g. 2010-2011 if this year is 2009-10).

### Printing Next Year's Requests

- Click the PDF Icon next to the "list of requests" header:  
**Ed's Course Requests for 2009-10** This brings up an Adobe PDF view of your student's next year requests (shown below). The printed report includes a "signature" line.
- Use the Adobe Reader's print button to send the report to the printer.
- You may be asked to do print the request list, sign the set of requests and have your student return the signed list to school.



**Figure 2 – Adobe PDF report of your student’s next year course requests. Use the Adobe Print button to print this on your printer.**

## VII. Setup

### A. Introduction to the Setup Screen

The screenshot shows the Setup screen with the following elements:

- Top navigation bar: "S" on the left, "Select Student:" dropdown in the center.
- Change Password section:
  - Current Password:
  - New Password:
  - Confirm New Password:
  - Save button
- Settings section:
  - Home Screen:  dropdown
  - Save button

The Setup screen is where you set up your Parent Access Module.

There are two functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

## B. Changing Passwords



Change Password

Current Password:

New Password:

Confirm New Password:

Save

### Procedure to Change Your Password

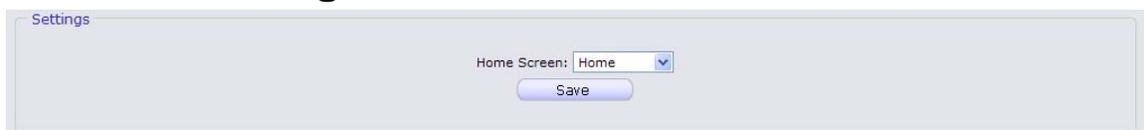
1. Click on the **'Setup'** tab.
2. Enter your current password
3. Enter the new password you desire
4. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
5. Click **'Save'**

### When you are required to change your password

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click **'Save'**

## c. Setting Your Home Screen



Settings

Home Screen: Home

Save

### Procedure to Change your Home Screen

1. Click on the **'Setup'** tab.
2. Find the "Settings" section in the middle of the screen
3. Select your "Home" screen
4. Click **'Save'**

## Frequently Asked Questions (FAQ)

### 1. Where do I get my login?

Your Genesis Parent Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

If your email address is *not* going to be your login, your school or district will assign you a login.

### 2. What if I forget my password?

To replace a lost password you must choose FORGOT MY PASSWORD on the Parent Portal Sign in page.

You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Parent Access.

### 3. What is the URL for Parent Access?

[www.tenafly.k12.nj.us](http://www.tenafly.k12.nj.us)

Click on the Genesis Parent Portal link to bring you to the parent portal page

### 4. How do I log out of Parent Access?

There is a small "Log Off" button at the upper right of every Parent Access screen. Click the "Log Off" button.

### 5. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

Closing your browser is not the same as logging off. You *must* log off of Parent Access to eliminate the possibility of someone else accidentally getting access to your student's information.

For example, if you are accessing Parent Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Parent Access session and view your child's information. Logging off properly terminates the Parent Access session.

**Always log off of Parent Access – Never just close your browser**