

# Genesis Parent Portal

Messages, Forms and Documents

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# Portal Registration

- o If you do not yet have a Genesis Parent Portal Account, or would like to create a new account (for you or your child) register today!
- o There is a link with the registration directions on the right hand side of the district home page, or click here: <http://www.twpunionschools.org/Parents/Parent-Portal-Registration/index.html>
- o You can log onto the portal using any device that connects to the internet, including your smartphone.

# Portal Accounts

- o Both parents and students are welcome to Genesis Portal Accounts.
- o Parent accounts will have forms to complete and documents to acknowledge.
- o Student accounts will only have access to view grades and report cards.



# Student Accounts

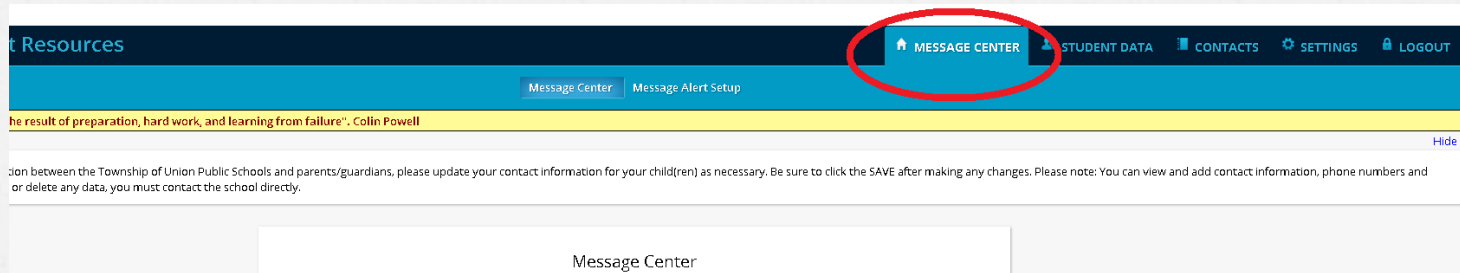
- o If you currently share an account with your child, please notify us. If the account is under your email, we will create a student account for your son/daughter. If the account is currently under your child's email, we will change the account to 'student' and create a parent account for you.
- o While all of your children can be on one parent account, students should only have access to their own records.
- o Student accounts are not mandatory, but older children are encouraged to register for an account.

# Acknowledgements

- o Parents can use their Genesis Parent Portal account to read, acknowledge and sign off on required documents.
- o If you have a new message, form or document available, you will be notified when you log on, via email and/or an “all call”.

# Messages

- Once you log onto Genesis, you can check your messages by clicking on the tab at the top right, titled “MESSAGE CENTER”



The screenshot displays the top navigation bar of the Genesis web application. The navigation bar is dark blue with a lighter blue section below it. On the left, the text "t Resources" is visible. In the center, there are two tabs: "Message Center" and "Message Alert Setup". On the right, there are several menu items: "MESSAGE CENTER" (highlighted with a red circle), "STUDENT DATA", "CONTACTS", "SETTINGS", and "LOGOUT". Below the navigation bar, there is a yellow banner with the text "he result of preparation, hard work, and learning from failure". Colin Powell" and a "Hide" link on the right. Below the banner, there is a white box with the text "Message Center".



# Messages

- o You can control the types of messages you receive by clicking on “Message Alert Setup”.
- o Once in the Message Alert Setup, use the check boxes to make your selections then click ‘update preferences’ to save.

Message Center Message Alert Setup

hard work, and learning from failure". Colin Powell

Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

- **Attendance:**  
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**  
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**  
Receive an alert any time school staff sends a Message to your Message Center. Includes new Documents, Forms, or Conference notifications.
- **Discipline Incidents:**  
Receive an alert any time your child is involved in a discipline incident.

	ATTENDANCE	GRADEBOOK GRADES	MESSAGES	DISCIPLINE INCIDENTS
Email to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Alert Preferences

# Contacts

- o At any time, you can click on the “CONTACTS” tab on the top right to view and verify the contact information.
- o You can also update and add emergency contacts (including dentist, doctor and hospital).
- o Please note: You may not *change or delete* any contact information. If you wish to do so, you must contact your child’s school directly, and submit the required paperwork.



# Forms and Documents

- o Once you log onto Genesis, if there is a form or document that requires your immediate attention, you will receive a pop-up notification. This will bring you directly to the document, form or letter module that requires attention.

# Forms

- o Once you click on the “FORMS” tab, the forms awaiting submission will be listed. Click on the form name (on the left).
- o After it opens, answer the questions, then click “Update Answers”.


## Forms Library

Today is 10/16/2017

These are the online forms that are available for **Thomas**.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	<a href="#">NJ Family Care and Military Surveys</a>	Not Yet Submitted				All Students

# Documents

- After clicking on the Documents tab, you will see the documents assigned to your child.
- Click on the PDF symbol , read the document, then click the button to the right to acknowledge that you have received the document.
- You will have to answer YES (or type your name) to confirm that you have read and understand the document.
- Once you have acknowledged the document, the acknowledge button disappears, but the document will still be available.



# Questions?

- o If you have any questions, please contact Mrs. A. Hart at [ahart@twpunionschools.org](mailto:ahart@twpunionschools.org)