



## **Introduction**

The Genesis Parent Access Portal is a safe and secure way to view your child's school record for the current school year. This new tool will help improve communication about student progress and attendance and allow the school and home to work together more closely to ensure student success. Some of the features we will be rolling out in the coming months with the new Parent Access Portal will enable you to:

- View student schedules
- View online report cards
- View class assignments
- View grades for individual assignments as they are inputted by the teacher into his/her gradebook
- Monitor daily attendance records in "real time"
- Print grade and attendance reports for your child(ren)
- Use links to initiate emails to teachers
- View comments made by teachers
- Update phone and email contacts for you and your child(ren)

Your email address will be your User Name for the system. You will need only one account to access all of your child/children's records, even if your children attend multiple schools in the district.

Usernames and passwords are to be kept confidential. The District is not responsible should unauthorized users gain access to student information as a result of a password being shared/stolen by another person. Although the Parent Access Portal is easy to set up and will work on many computing devices over most Internet connections, the District accepts no responsibility for providing technical support for personal computer equipment. By agreeing to use this system, users release the District and its employees from any claims and damages stemming from the inability to use the system for any reason.

## Logging In & Logging Out



Logging into the Genesis Parent Access Portal is very simple:

- Go to the Parent Access Portal login page
- Enter your Email Address in the 'User Name' field
- Enter your Password in the 'Password' field.
- 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 should contact your child's school's main office.

### ***Logging Out***

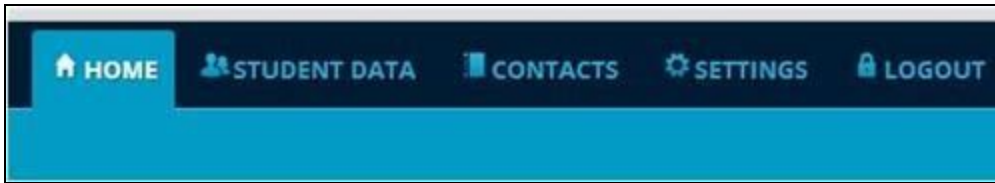
It is important to log out of the Parent Access Portal properly. To log out, click on the Log Out button in the upper right corner of any screen.

### ***Why log out? Why not just close the browser?***

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a potential 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.

## Overview

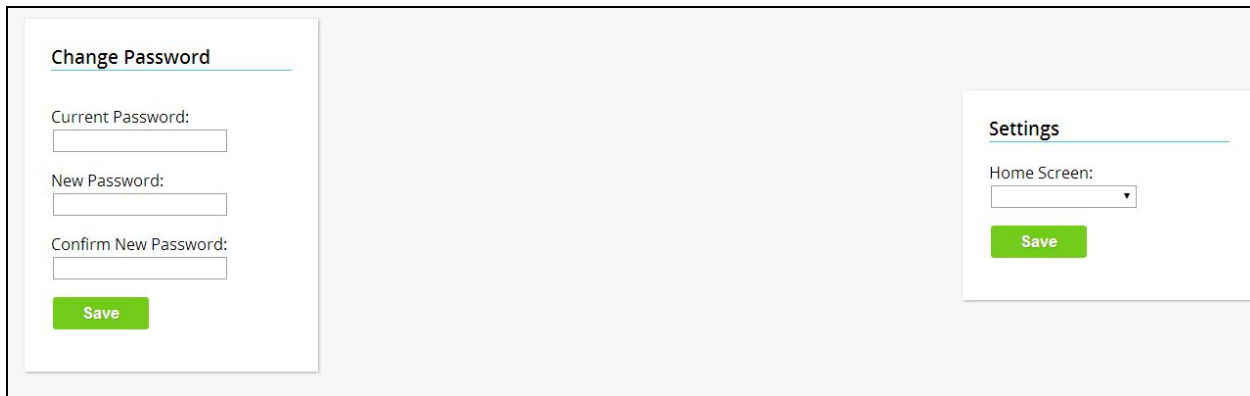
There are 4 main sections in the Parent Access Portal: Home, Student Data, Contacts and Settings.



The information and options available in each section are detailed in this User Guide.

## Settings

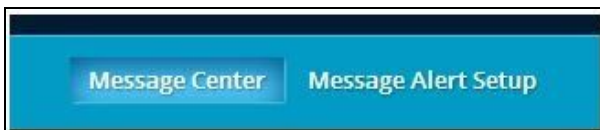
User settings, such as changing your password and selecting a different default Home Screen can be modified in the User Profile section.

A screenshot of a web interface showing two settings panels. The left panel is titled 'Change Password' and has three input fields labeled 'Current Password:', 'New Password:', and 'Confirm New Password:', each with a green 'Save' button below them. The right panel is titled 'Settings' and has a dropdown menu labeled 'Home Screen:' with a green 'Save' button below it.

To change your password, enter your current password. Then enter your new password, enter it again to confirm, then click the Save button.

## Home

The Home section has 2 sections: Message Center and Alerts.



## Message Center

Any messages from your student's school will appear in this section.



## Alerts

Alerts are not currently enabled in the Parent Portal.

## Student Data



Stu Demo

HILLSBOROUGH HIGH SCHOOL | STUDENT ID: 500312 | STATE ID: 3847190679

GRADE: 10

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK
1	Demo Math	FY	123456	132	Teacher, Demo		
3	U.S. History 1	FY	123456	154	Ryalls/Steinbruck, Christopher/ Elisabeth		
4-5	Technology Skills	S1	123456	505	Schoof, James		
10	Algebra. 2 CP	FY	123456	249	Devino, Marina		

THIS WEEK: M T W R F

ATTENDANCE: 0 0 0 0 0

ASSIGNMENTS: 0 0 0 0 0

BUS: WEEK / DAY: WEDNESDAY

ROUTE | TIME | BUS # | PICK UP / DROP OFF

AM

PM

Homeroom:

Counselor:

Age: 19

Birthdate: 01/31/1995

Internet Permission Form On File: ✓

Media Permission Form On File: ✓

Transportation 50/50 Custody: ✓

## Summary

The default screen upon logging in is the Student Data > Summary screen. You will see a 'summary' for every student linked to your login.

Each student's 'summary' 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.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day.

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. Changing the Selected Student The name of the currently selected student is displayed in the 'Select Student' dropdown at the top of the screen. To pick a different student, click the 'Select Student' dropdown 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



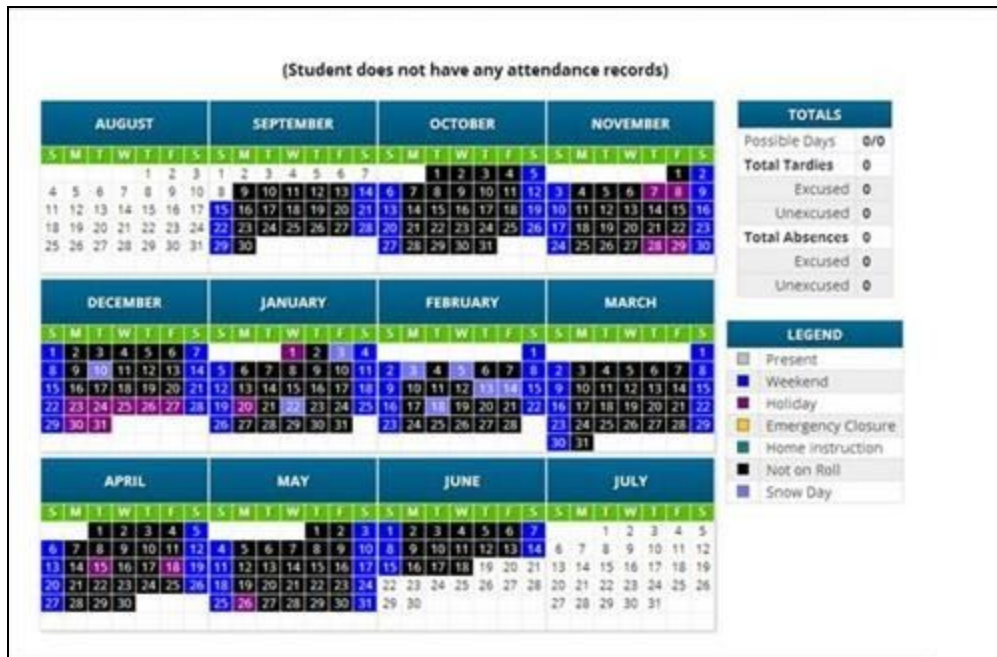
This drop down list contains the names of all the students that you have access to. If you are missing a student, please contact the main office of your child's school.

## Attendance

Attendance has two sub-sections: Daily Attendance and Class Attendance.

### **Daily Attendance**

Daily Attendance is your child's official daily attendance.



This is your student's Daily Attendance summary for the whole school year.

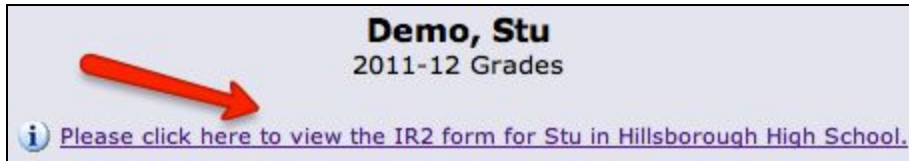
- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes.



## Current Grades

This screen summarizes your student's Report Card grades for the current year. The current Marking Period is highlighted in green. Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If there is a comment, you can view it by using the comment codes or by placing your cursor over it (the text will appear in a tooltip).

You can also view your student's most recent report card by clicking on the link directly below the student's name.



## Available Report Cards

This section has links to PDF versions of all available report cards and progress reports.

## Gradebook

The Gradebook has information about current grades and assignments. It contains two sub-sections: Weekly Summary and List of Assignments

### Weekly Summary



Weekly Summary | List Assignments

Demo, Stu  
Week of 07/14/2014

Printable Version of Weekly Assignment List

COURSES	TEACHER	COURSE PAGE	UNIT	AVG	MON 7/14/14	TUE 7/15/14	WED 7/16/14	THU 7/17/14	FRI 7/18/14
022472 - English 3 CP	English 3, New		No Grades	0	0	0	0	0	0
05120 - U.S. History 1 CP	CP/HS: Curtis Email		No Grades	0	0	0	0	0	0
03320 - Geometry 1	Schulz, James Email		No Grades	0	0	0	0	0	0
00001 - Demo Math	Teacher: Demo	View	No Grades	0	0	0	0	0	0

A list of Courses with Assignments by Day of the Current Week

This screen lists all courses your child is currently taking.

### Marking Period Averages for the Courses

The "Avg" column shows you your student's current Marking Period average – for the current or a previous Marking Period.

### Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

### Viewing all Assignments for a Selected Day


To see all of the Assignments for one day (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

### Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current Marking Period.

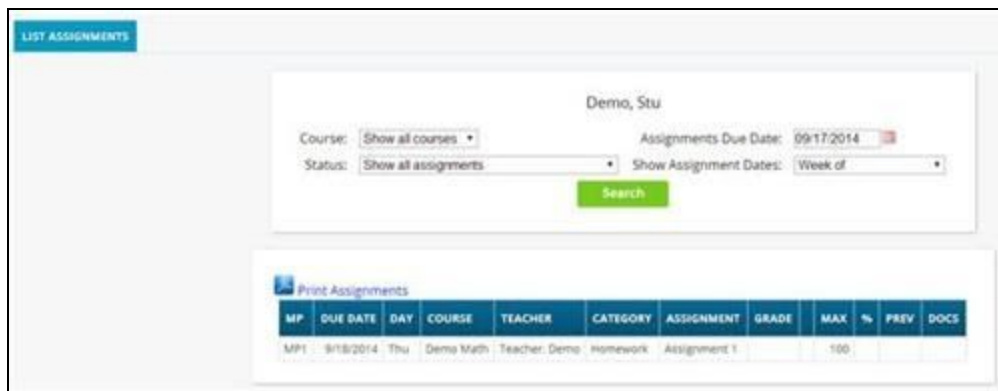
You can check on their average for a previous Marking Period by using the dropdown in the "Avg" column header:

Please note that if you tab away from this screen and then return, the averages for the current MP will once again be displayed.



MP1	AVG
MP1	
MP2	des
MP3	des
MP4	
No Grades	
No Grades	

### List Assignments



LIST ASSIGNMENTS

Demo, Stu

Course: Show all courses Assignments Due Date: 09/17/2014

Status: Show all assignments Show Assignment Dates: Week of

Search

Print Assignments

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	9/18/2014	Thu	Demo Math	Teacher: Demo	Homework	Assignment 1		100			

### List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways. The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status**
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.

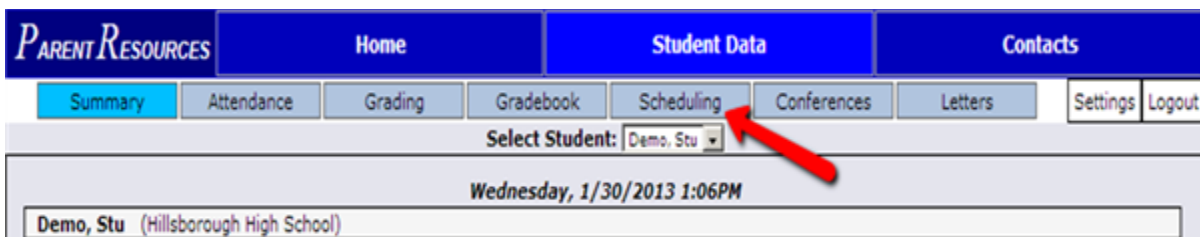


- Incomplete Assignments – Assignments the student has partially but not completely finished.
- Missed Assignments – All assignments the student failed to turn in or do.
- Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select a date. This date can be interpreted as the single date you selected or as the week which contains the date you selected or as the month.
- **Show Assignment Dates** – This lets you choose the time period to view assignments for:
  - **"One day"** – the Assignments for the date selected in Assignment Due Date.
  - **"Week of"** - the Assignments for the week which contains the date selected in Assignment Due Date.
  - **"Month"** - the Assignments for the month which contains the date selected in Assignment Due Date.
  - **"MP1"** – All assignments for Marking Period 1, and so on for each Marking Period.

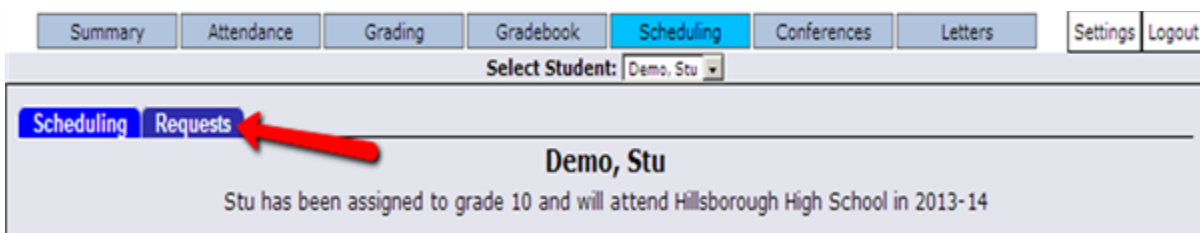
## Scheduling

The Scheduling screen allows you to request courses for the upcoming school year. Here are the steps to make course requests:

1. Log in to the Genesis portal: <https://students.https.us>
2. Click on the Scheduling tab.



3. Click on the Requests tab.



4. Find the subject area that you would like to make a request in, then click on the link to "Request a Course."

In this example we are making a request in the Visual or Performing Arts.

The screenshot shows the 'Scheduling' tab in the Parent Resources system. A table lists various subject areas with their respective counts. A red arrow points to the 'Request a course' link for the 'Visual or Performing Arts Subject Area'.

Subject Area	Count 1	Count 2	Request a course
World History / Cultures Subject Area	0	10	<a href="#">Request a course</a>
Mathematics Subject Area	0	5	<a href="#">Request a course</a>
Science Subject Area	5	15	<a href="#">Request a course</a>
Phys. Ed. / Health Subject Area	0	15	<a href="#">Request a course</a>
Career Ed./Consumer/Family and Life Skills/Vo-Tech Subject Area	0	20	<a href="#">Request a course</a>
World Languages Subject Area	0	5	<a href="#">Request a course</a>
Visual or Performing Arts Subject Area	0	5	<a href="#">Request a course</a>
Financial Literacy Subject Area	0	0	<a href="#">Request a course</a>
Electives Subject Area	0	20	<a href="#">Request a course</a>
<b>Totals:</b>	<b>5</b>	<b>120</b>	

5. Find the course that you would like to request, then use the dropdown menu in the *Priority* field to rank your course request choice - on a scale of 1 (highest) to 5 (lowest). Please note that you can only make ONE request at a time.

The screenshot shows a detailed view of the scheduling page. A table lists individual courses with their priority ranking dropdown menus. The 'Priority' dropdown for 'DIGITAL PHOTOGRAPHY' is open, showing options from 1 (Highest) to 5 (Lowest).

Course ID	Course Name	Priority	Request This Course
0830	Concert Band	5	<a href="#">Request This Course</a>
0834	Concert Choir	5	<a href="#">Request This Course</a>
0812	CRAFTS	2.5	<a href="#">Request This Course</a>
0821	DIGITAL PHOTOGRAPHY	1 (Highest)	<a href="#">Request This Course</a>
0544	DRAMA	1 (Highest)	<a href="#">Request This Course</a>
0814	DRAWING	2	<a href="#">Request This Course</a>
0819	GRAPHIC DESIGN	4	<a href="#">Request This Course</a>
0849	GIUITAR	5 (Lowest)	<a href="#">Request This Course</a>
0832	Mixed Chorale	5	<a href="#">Request This Course</a>

6. After you have selected ONE course, click on the "Request This Course" button.



7. Click OK to request the selected course.



8. You are then returned to the Requests page where you can:

- View all existing course requests
- Delete a request by clicking on the trash can
- Add new requests by repeating the steps in this tutorial

**Remember:** For Elective courses you MUST make five prioritized requests

## Contacts

The Contacts screen allows you to view and update the contact information for your students. If you do not have permission to update the Contact information directly, you will not see the fields and buttons described here.

The screenshot shows the 'CONTACTS' page in the Genesis Parent Resources system. At the top, there is a navigation bar with 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', 'SETTINGS', and 'LOGOUT'. Below the navigation bar, a message reads: 'Please see your child's contact information below.' This is followed by instructions on how to view and update contact information, including a note about having at least one emergency contact and instructions on how to update address information. The main content area displays contact information for 'DIANE DEMO' (GUARDIAN). Under 'CONTACT INFO', there are fields for Home (555-874-5555), Cell (212-222-2222), Work (222-222-2221), and Work email (parentsupport@htps.us). There are 'Edit' and 'Add' buttons. Below this, under 'STUDENTS THAT BELONG TO THIS CONTACT', there are two entries: 'Demo, Stu William' (Mother) and 'Demo, Sally' (Mother). A 'Save Contact' button is at the bottom.

Please see your child's contact information below.

More detailed information can be seen by clicking on the **blue PDF hyperlink** next to your child's name. Please open the PDF and review the contact record for your child. If any phone numbers or email addresses are incorrect, they can be edited below.

Please be sure you have **at least 1 Emergency Contact** listed below. An Emergency Contact should be someone other than yourself, who is not already listed as a guardian. The Emergency Contact would be called in the case when a guardian is unable to be reached.

Address information cannot be modified through the Parent Portal. If your address has changed, please provide a copy of the following to the main office at your child's school:

1. A copy of Lease/Deed for the new address that shows the Guardian's name.
2. A copy of a Utility Bill or Promise of Service for the new address that shows the Guardian's name.

Questions about any of this information should be directed to the main office of your child's school.

**DIANE DEMO** GUARDIAN

**CONTACT INFO**

Home	555-874-5555	Primary Phone: <input checked="" type="checkbox"/>
Cell	212-222-2222	<input type="checkbox"/>
Work	222-222-2221	<input type="checkbox"/>
Work	parentsupport@htps.us	

Edit Add

**STUDENTS THAT BELONG TO THIS CONTACT**

Name	Demo, Stu William	Mother <input checked="" type="checkbox"/>
Name	Demo, Sally	Mother <input checked="" type="checkbox"/>

Save Contact

### What is listed on the Contact Management Screen?

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

- The student themselves – your children's own cell phone and email addresses
- The student's Guardians – The legal guardians – such as yourself – 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:

- Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
  - Doctors
  - Dentists
  - Hospital to use in an emergency if hospitalization is required.
  - Other people it is important that the school knows about

The Contacts screen lists each contact, and shows which students are attached to the 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, click the PDF icon next to the student's name. This opens a PDF report that you should be able to print.

### ***Updating Information for a Contact***

Each section contains information for a single Contact:

The screenshot displays the Guardian web interface for a user named DIANE DEMO. The interface is divided into several sections:

- CONTACT INFO:** This section lists contact details for a contact. It includes:
  - Home: 555-874-5555 (Primary Phone: )
  - Cell: 212-222-2222 ()
  - Work: 222-222-2221 ()
  - Work: parentsupport@https.us (with a person icon)
- STUDENTS THAT BELONG TO THIS CONTACT:** This section lists two students:
  - Demo, Stu William (Mother )
  - Demo, Sally (Mother )

At the bottom of the contact information section, there are two buttons: "Edit" (blue) and "Add" (green). At the bottom of the student list section, there is a "Save Contact" button (blue).

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

## ***Updating a Contact's Email and Phone Numbers***

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

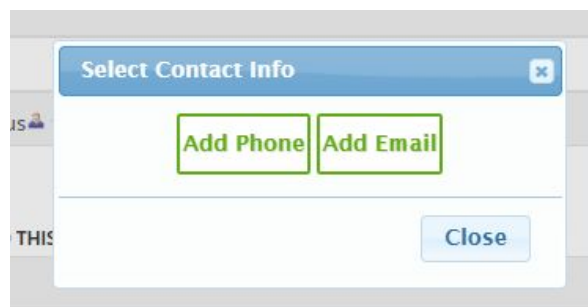
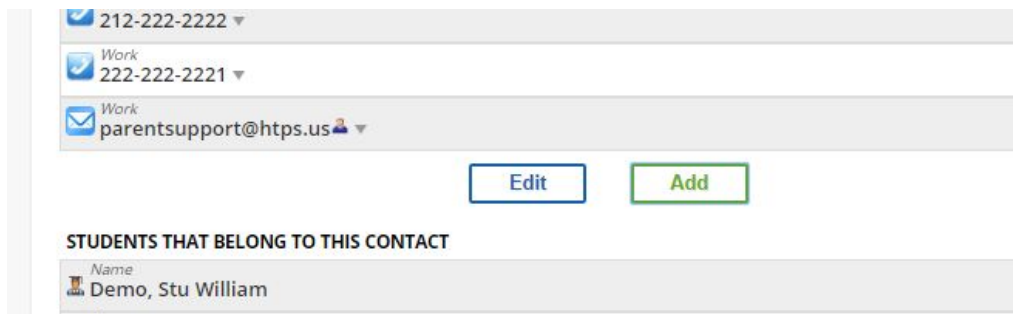
- Change the information
- Remove/Delete the information (by clicking the Edit button then the Delete button)
- Add new phone numbers and email addresses

## ***Editing an existing contact***

To edit an existing contact's phone or email address, click the Edit button associated with the contact. This will open all of the phone and email fields to allow for modifications. To delete a phone number or email, click the red Delete button next to the phone/email you want to remove.

## ***Adding a phone number or email address***

To add a new phone number or email address for an existing contact, click the 'Add' button below the contact's phone and email. Then pop up will ask if you want to 'Add Phone' or 'Add Email.' Follow the appropriate prompts to add the needed information.



### ***Adding a New Contact***

If you have permission to add contacts, you will see a green 'Create Contact' button at the bottom of the Contacts tab.

After clicking 'Create Contact,' 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
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency?
- Does this person have permission to pick up the student?
- Which students should be associated with this contact?

**Add Contact**

Prefix

First Name

Last Name

Suffix

Relationship to Student

Is Emergency  
Not an emergency contact

Permission to pick up student

Students to add contact to

- Demo, Stu William
- Demo, Sally

Add Contact Cancel

given this contact permission to pick up student from school

Once you have entered all the information, click the "Add Contact" button to add a new Contact. Then click the 'Add' button associated with the new contact to enter phone number(s) and email address.

### ***Changing or Deleting an Existing Contact***

If you have permission to update information for a 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, click on this button:

**JOHN DOE**  EMERGENCY

OPTIONS

**CONTACT INFO**

 Home 908-111-1111 Primary Phone:

 Cell 908-222-2222

 Work 908-333-3333

 Home



When you click on "Options," a new popup window appears with three choices:



- **Close** - This dismisses the popup and makes no changes.
- **Change Contact** - This lets you change the first/last name and relationship information for this Contact.
- **Delete Contact** - This lets you remove the contact entirely. You will need to confirm that you want to proceed with a contact deletion. Warning: There is no UNDO button.

Remember to click the "Save All Changes" button whenever you add or modify information.

## Completing the Contact Verification Form

When prompted, click OK to close the pop up.

A screenshot of the 'Genesis Parent Resources' website. The page is titled 'Forms Library' and shows a list of forms for two students: 'Demo, Stu William' and 'Demo, Sally'. A blue information popup is overlaid on the page, stating: 'Required form 'Contact Verification Form' must be filled out in order to restore access.' The 'Ok' button in the popup is highlighted with a red box. Below the popup, a table lists the forms and their completion status. At the bottom, a section titled 'REQUIRED FORMS THAT HAVE NOT BEEN COMPLETED (REQUIRED FOR ACCESS)' lists the missing forms for both students with links to 'View Student Forms'.

Click on the name of the 'Contact Verification Form' to open

Forms Library  
Today is 1/10/2020

**\* All required forms must be completed in order to have full access to Parents Module. \***  
Submit each form below marked YES under the required column. Once submitted, this message will be removed and full access will be granted.  
If no forms are present below, or there are no forms marked YES under the required column, then your account does not have access to the form. Check your family's primary guardian account.

Demo, Stu William

FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1. Insurance and Emergency Dismissal	YES	10/18/2019				Stu	✓
2. Contact Verification Form	YES	Not Yet Submitted				All Students	✓

Demo, Sally

FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1. Insurance and Emergency Dismissal	YES	Not Yet Submitted				Sally	✓

**REQUIRED FORMS THAT HAVE NOT BEEN COMPLETED (REQUIRED FOR ACCESS)**

- Demo, Stu William [View Student Forms](#)
- Demo, Sally [View Student Forms](#)

Student Contact information must be confirmed. In order to resolve the '*Contacts not confirmed*' message, click the link '[Click here to review and confirm your Contacts](#)'

Forms Library  
Contact Verification Form for All Students

### Contact Verification Form

All contact information for guardian, emergency, and others must be verified via the Contacts page within the Parent Portal. Please click the link below to open the Parent Portal Contacts tab. There will be a button at both the top and bottom of the Contacts tab to 'Confirm Contacts.' When you are finished confirming your Contacts data, please return to this form to finalize.

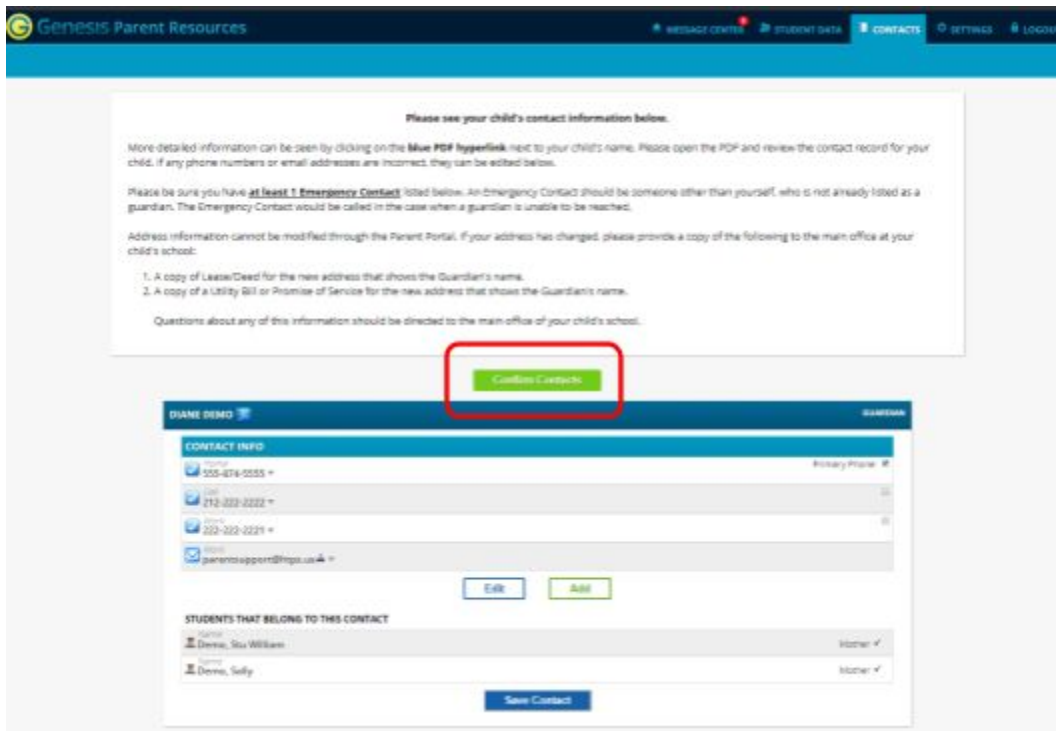
Please be sure that all contact numbers and emails are accurate, and that you have at least one emergency contact with each student attached. Instructions on how to update and add student contact information can be found [here](#).

[Click here to review and confirm your Contacts](#) *Contacts not confirmed*

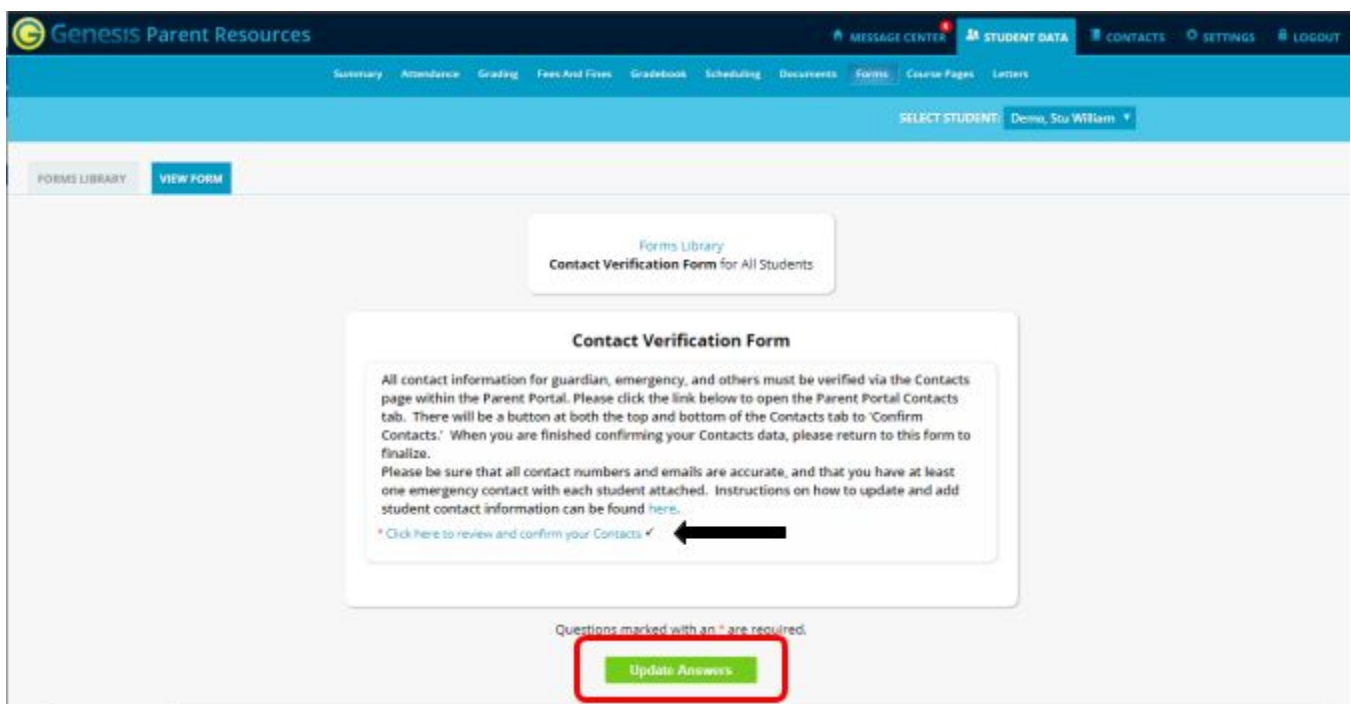
Questions marked with an \* are required.

[Update Answers](#)

The Contacts tab will open. Please review all contacts listed on this page to ensure data is complete and accurate. Contacts can be added or removed on the Contacts tab, and any existing contact information can be edited (see [here](#) for details on how to modify contact information). Once you have reviewed and made any necessary changes, click the 'Confirm Contacts' button located at the top or bottom of the Contacts screen.



Once 'Confirm Contacts' is clicked, the screen will return to the Contact Verification Form, and there will be a checkmark indicating the confirmation is complete. Click 'Update Answers' to complete the form submission.



SELECT STUDENT: Demo, Stu William

FORMS LIBRARY

Forms Library

Today is 1/10/2020

**\* All required forms must be completed in order to have full access to Parents Module. \***

*Submit each form below marked YES under the required column. Once submitted, this message will be removed and full access will be granted.*

*If no forms are present below, or there are no forms marked YES under the required column, then your account does not have access to the form. Check your family's primary guardian account.*

Demo, Stu William

	FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1.	Insurance and Emergency Dismissal	YES	✔ 10/18/2019				Stu	✔
2.	Contact Verification Form		✔ 1/10/2020	parentsupport@https.us			All Students	✔

Demo, Sally

	FORM	REQUIRED	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1.	Insurance and Emergency Dismissal	YES	✘ Not Yet Submitted				Sally	✔

REQUIRED FORMS THAT HAVE NOT BEEN COMPLETED (REQUIRED FOR ACCESS)

✘ Demo, Sally [View Student Forms](#)