

South Brunswick School District



Parent Portal Access

Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL: <u>https://parents.sbschools.org</u>

Genesis	
Legal Marine	
The Parents Module is temporarily unavailable. Please try again later.	
South Brunswick Public Schools Parent Access User Name:	

2. Enter your Email Address* in the 'Username' field.

*Be sure to use the email address that received the welcome message from Genesis. You will be able to update this once you create your account.

3. Enter your Web Access password in the 'Password' field.

4. Click the 'Login' button.

Logging In for the First Time

The very first time you login to Genesis, you will be prompted to personalize your Parent Portal password. To do so, you will need the original password assigned to you through an e-mail from Genesis.

Genesis Parent Resou	irces	A MESSAGE CENTER	STUDENT DATA			
For	Summary	Forms	SELECT STUDEN	т		
FORMS LIBRARY Monday, 8/21/2017 4:54PM		Par cho	ents with m ose them fr	ultiple stu om a dro	udents p down.	Hide
Users must enter password from the email in Current Password.	This online resource is designed to help parents/guardi Change Password Current Password: New Password: Confirm New Password: Save You are required to change your pa	ans stay informed. Please and from Forgot Password.	vord email)	ose.		

Forms

Parents K-12 will be required to complete the forms listed below before seeing Elementary Homeroom Assignments, Middle School Unit/Team Assignments, and High School Schedules. Note SBHS schedules will be visible after the first day of school.

Genesis Parent Resources	A MESSAGE CENTER	STUDENT DATA		LOGOUT
	Summary Forms			
Forms		SELECT STUDEN	т:	
FORMS LIBRARY				

- Parent Form
 - Military Affiliation
 - Health Insurance Information
- Consent to Treat (Emergency and Acetaminophen or Ibuprofen)
- Media and Web Non-Consent
 - FERPA and Media Release
 - Web Non-Consent
- Acceptable Use (PreK-1, Grades 2-5, or Grades 6-12)

Student Data Summary

You will see a 'dashboard' for every student linked to your login. All of your students will be viewable on one screen. On this tab, you will find:

- K-5 Student Summary Teacher Placement
- 6-8 Student Summary Unit/Homeroom
- 9-12 Student Summary Schedule will be visible after the first day of school.

Top Tabs: Along the top right corner of your screen, you will see three, dark blue, "top tabs."

- 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 lists all contact information on record for your students and may allow you to update it.
- On the Settings screen, you can update your password, and adjust your home screen.

Contact Management

The contacts screen allows you to view and update contact information for your students including: phone numbers, email addresses, and emergency contacts.

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Monday, 8/14/2017 4:12PM				
	Please	e use this resource for its intended purpose to monitor student p	progress.	
		Save All Changes		
Con	tacts for Stu	ident Name 🔀		
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	Home Phone:]x	Primary Phone	
	Cell Phone:	x Select Provider		
	Work Phone:	x		
	Home Email:		u	
Ad	dd Phone/Email:	Home Email 🗾	ave All Changes	

Principal Welcome Letter

Your school welcome letter will be visible under the Student Data tab and School Information.

Genesis Parent Reso	ources	A MESSAGE CENTER	🎎 STUDENT DATA			
	Summary Forms	School Information				
School Ir	nformation		SELECT STUDEN	т:		
SCHOOL DIRECTORY Monday, 8/21/2017 5:06PM						Hide
t	This online resource is designed to help parents/guard	lians stay informed. Please	use for its intended purpo	ose.		
	Cambridge Ele School	mentary School Directory				
Click to access princi welcome letter.	pal	School Directory				
Select Language V Mobile				©Copyright	: Genesis Educationa	ll Services,Inc.
1						

Logging Out

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:

^{ienesis} Parent Resour	rces			🕈 номе	STUDE		ACTS OPAYMENT	SETTINGS 🔒 LOGOUT	
	Summary Assessments	Attendance Gradin	g Discipline G	radebook	Scheduling	Documents Forms	Conferences Letter		
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		2 *CALCU	ILUS AP FY	MTWRF	107	Antonelli, John			
		3A WOODS	TECH 1 FY	MTWRF	172	Bailey, Gene			
	llamaraami	4-5 *ENGLI	SH 4 AP FY	MTWRF	D273	Autry, Al			
	D233 Barry Jack J	6 LUNCH	52	MTWRF	CAF-A	Bagwell, Jeff			
	Counselor:	7-8 *PHYSIC	IS HON FY	MTWRF	C164	Barrett, Bob			
	Allen, Myron 🖂	9 *PHYSIC	IS HON FY	Т	C164	Barrett, Bob			
	Age: 19	9 PE 4/SC	1 Q4	MWRF	GYM-A	Rose, Danielle			
	Birthdate: 03/26/1994	10 SPANIS	H4 FY	MTWRF	178	Anderson, Matt			
	Lunch PIN #: 4131								
		THIS WEEK	MTWRF		BUS	WEEK / DAY	< FRIDAY		
		ATTENDANCE		ROU	TE TIME	BUS # PIC	K UP / DROP OFF		
		ASSIGNMENTS	00000	AM A10	06:50A	M B210 stops at Ea	sy St. & Herbertsville R	Rd.	
				PM A10	03:30PM	A ghs			
									*

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



Help Desk

After consulting the guide, if you are still having difficulty with the Genesis Parent Portal, please use the Genesis Parent Portal Online Help Desk through this link:

<u>http://tinyurl.com/genesishelpdesk</u>. Once your inquiry has been submitted, please allow 48 business hours to receive a reply.