



EDUCATIONAL SERVICES

Parent Portal Contact Management Manual

Introduction

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record and will give you access to the following information where applicable:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and class attendance records.
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child's standardized test scores (e.g. PARCC)
- Your child or children's discipline records
- Letters sent to you regarding your child:
 - o General Purpose letters
 - o Attendance Letters
 - o Discipline Letters
 - o Scheduling Letters
 - o Fines/Fees Letters
- Documents that have been uploaded for your students.
- Online questionnaires or forms.

The purpose of this manual is to guide you through managing contact information for your child or children.

Logging In & Logging Out



Logging In

Log into Genesis Parent Access by doing the following:

1. Go to the Web Access URL :
<https://parent.woodbridge.k12.nj.us/woodbridge/parents>
2. Enter your Email Address in the '**Username**' field
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 you will be required to change your password.

If you forget your password, you must contact your schools main office.

If you have never used the Genesis Parent Access portal, please contact your schools main office to be granted access.

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:

The screenshot shows the Genesis Parent Resources interface. At the top, there is a navigation bar with 'LOGOUT' in the upper right corner. A blue callout box with a white border points to this button, containing the text: "To logout, click the Log Out button in the upper right corner of the screen." Below the navigation bar, the page title is "Summary" and the student name is "Caitlin Daily". The page displays student information, including grade (12), student ID (504495), and state ID (7325217730). A table lists the student's courses, including US History 2, Calculus AP, Woods Tech 1, English 4 AP, Lunch, Physics Honors, PE 4/SCI, and Spanish 4. There is also a section for bus routes and a table for attendance and assignments for the current week.

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

The screenshot shows the Genesis Township Schools Parent/Student Access login screen. At the top, there is a logo for Genesis Township Schools. Below the logo, there is a white box with a black border containing the text: "Thank you for using the Genesis Township Schools Parent/Student Access. You are now logged out."

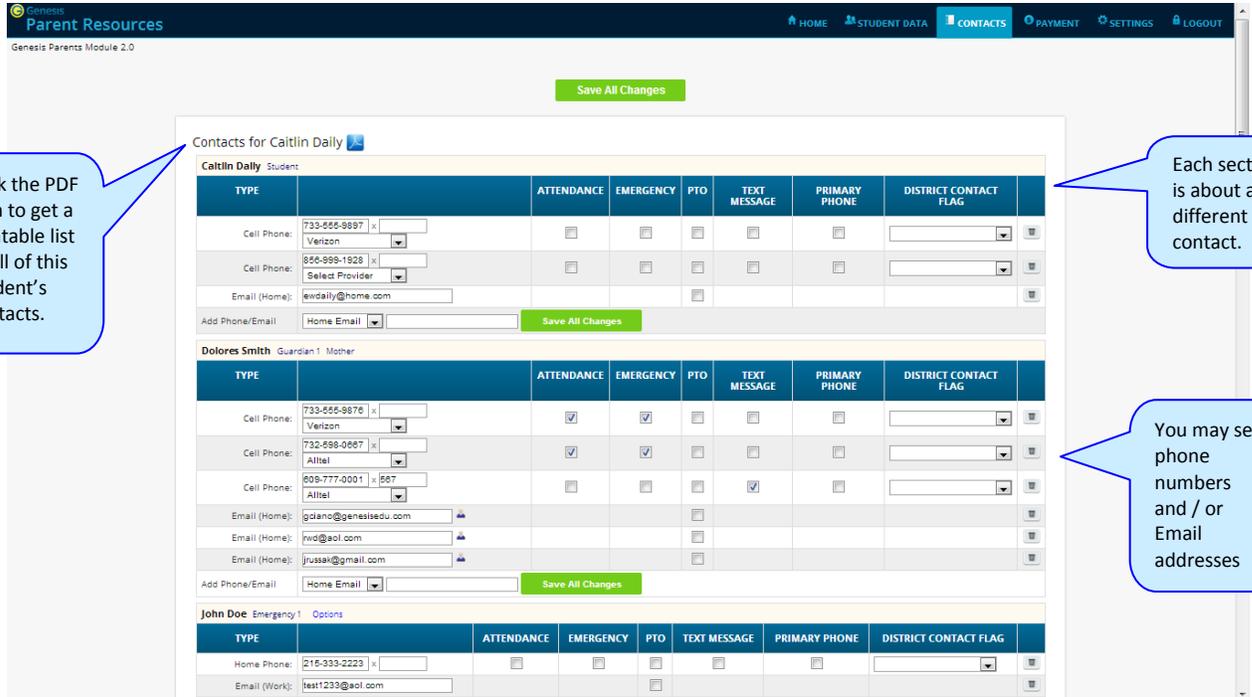
Why log out? Why not just close or “nuke” the browser?

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

Contact Management

The Contacts screen allows you to view and update the contact information for your student(s) 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 – if applicable their own cellphone and email addresses
- The student’s Guardians – The legal guardians – such as yourself – who are allowed to view the student(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.
 - o Doctors
 - o Dentists
 - o Hospital to use in an emergency if hospitalization is required.
 - o Other people it is important that the school know about.

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.



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)								
<table border="1"> <thead> <tr> <th>Addresses</th> <th>Legal Residence</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755</td> <td></td> <td></td> </tr> </tbody> </table>					Addresses	Legal Residence				Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755		
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)* 732-598-0867 (Cell) 609-777-0001 x567 (Work)	gclano@genesisedu.com (Home) rwd@aol.com (Home) jussak@gmail.com (Home)								
<table border="1"> <thead> <tr> <th>Addresses</th> <th>Home Address A D G R S</th> <th>Home Address A D G R S</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755</td> <td>Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755</td> <td>Mailing Address A D G R S Dolores Smith P/O/ Box 145 Riverdale, NJ 07457</td> </tr> </tbody> </table>					Addresses	Home Address A D G R S	Home Address A D G R S			Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River, NJ 08755	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
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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										
<table border="1"> <thead> <tr> <th>Addresses</th> <th>Home Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755</td> <td></td> <td></td> </tr> </tbody> </table>					Addresses	Home Address				Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River, NJ 08755		
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)*									

Page 1 of 2

The Contacts Report for one student – These reports may be 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, corrected and brought to your child’s school main office.

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.

You may not be allowed to change any information

Scroll down for more students

Scroll down to view additional students and contact information

Interpreting Information for a Contact

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).

Caitlin Daily Student								
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"/>	<input type="checkbox"/>	[]
Cell Phone:	858-999-1928 x [] Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	ewdaily@home.com			<input type="checkbox"/>				[]
Add Phone/Email Home Email []		Save All Changes						
Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [] Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	732-598-0667 x [] Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Cell Phone:	809-777-0001 x 567 Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Email (Home):	gclano@genesisedu.com			<input type="checkbox"/>				[]
Email (Home):	rwd@aol.com			<input type="checkbox"/>				[]
Email (Home):	jrusak@gmail.com			<input type="checkbox"/>				[]
Add Phone/Email Home Email []		Save All Changes						

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

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [] Verizon []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	732-598-0667 x [] Alltel []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]	[]
Cell Phone:	809-777-0001 x 587 Alltel []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[]	[]
Email (Home):	gclano@genesisedu.com []			<input type="checkbox"/>				[]
Email (Home):	rwd@aol.com []			<input type="checkbox"/>				[]
Email (Home):	jruszak@gmail.com []			<input type="checkbox"/>				[]
Add Phone/Email	Home Email [] []	<input type="button" value="Save All Changes"/>						

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

Email Addresses: A Contact can have multiple email addresses listed. 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:

Email (Home):	rwd@aol.com []			<input type="checkbox"/>				[]
---------------	-----------------	--	--	--------------------------	--	--	--	-----

The Student’s Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the “Student” contact. These would be ways for the school to contact the student, themselves, directly.

You may not see any special flags:

Ed Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9898 x [] Verizon []							[]
Cell Phone:	856-999-1928 x [] Select Provider []							[]
Email (Home):	ewdaily@home.com []							[]
Add Phone/Email	Home Email [] []	<input type="button" value="Save All Changes"/>						

Updating Information for a Contact

Each section contains information for a single Contact:

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).

You will be able to 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 addresses

WARNING: You can only do these things if the school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because the district has not given you permission to do them: it is not because the system is broken.

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 Cell Provider information to an existing phone number

To set or change a cell number, locate the “Provider” drop down below the phone number itself:

Select your provider, then scroll up or down (to the top or bottom of the page) and click the **Save All Changes** button.

Adding a New Contact

If you have a **Show Add Contact...** button at the bottom left of a student’s list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

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 **Add Contact** 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 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 use this **Options** button:

When you click **Options** , a popup appears:



The popup gives you three options:

- **Close** - 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 Addresses are changed as described above.)
- **Delete Contact** - **NOT PERMITTED** Please contact your schools main office to delete contact.

Changing a Contact: When you click **Change Contact** the following popup appears:

TYPE	ANNOUNCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Ann Smith Aunt Aunt Options	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First:
 Last:
 Relation:
 Emergency?:
 Add Phone/Email:

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.