

**QUICK GUIDE TO ACCESS REPORT CARDS IN PARENT PORTAL FOR MADISON USERS****\*Excerpts are from the Genesis Parent Access Manual**

1. Please click on the Web Access URL link: <https://parents.genesisedu.com/madison>.



2. Enter your Email Address in the 'Username' field that is affiliated with your account.
3. Enter your Web Access password in the 'Password' field.
4. Click the 'Login' button.

**Logging In for the First Time**

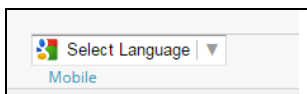
The very first time you login you will be required to change your password.

**What if I forget my password?**

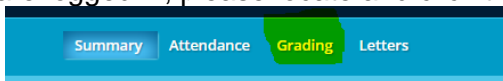
Right next to the Login button, you can find a "Forgot My Password" link:

**Switching from English to Spanish**

There is a [Cambiar el idioma a español](#) button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change language to English](#). Click this to return to English.



5. Once you are logged in, please locate and click the 'Grading' tab.



6. Once you are on the Grading page, please locate and click the 'Available Report Cards' tab.



7. Next, locate and click on the Report Card link you see as this will allow you to view your child's report card in PDF format. The link will look similar to: [Please click here to view the MP1 form for Ed in Genesis High School.](#)
8. The Report Card will open in PDF format at which time you will be able to view, print, or save the document.
9. When you are done viewing the report card, click the browser "Back" button to return to Parent Portal.
10. Once you have finished your session, you should securely logout of the portal. Locate and click the **Log Out** button in the upper right corner of your screen and this will close your session.

