
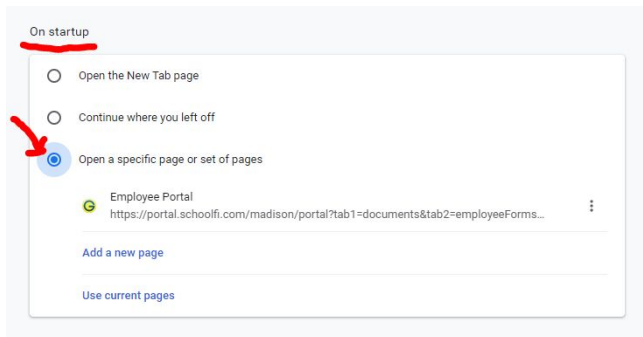


Forgetting to fill out your Daily Staff COVID 19 Screening Form? You can put it into your Chrome settings so the Genesis Employee Portal login screen loads automatically when you open the Chrome browser.

1. Click  in the top right.
2. Go to Settings.
3. Locate the "On startup" category, and change the setting to "Open a specific page or set of pages".



4. Select "Add a new page".
5. Copy and paste this link:
<https://portal.schoolfi.com/madison/portal?tab1=documents&tab2=employeeForms&action=form&formSchoolYear=2020-21>

The next time you open Chrome, you should be taken to the Employee Portal login screen. When you log in, it will take you directly to the Forms tab where you can fill out your form.

