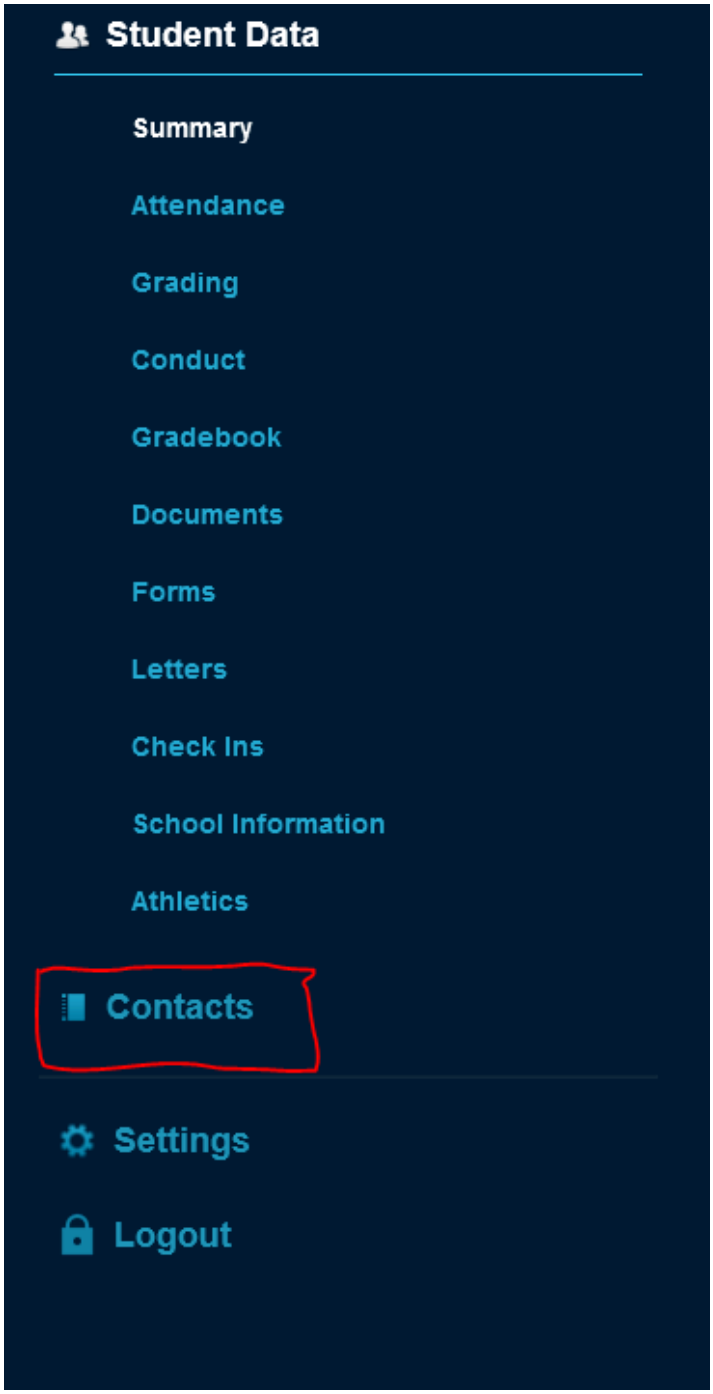
Genesis Parent Portal

Add/Update Contact Information

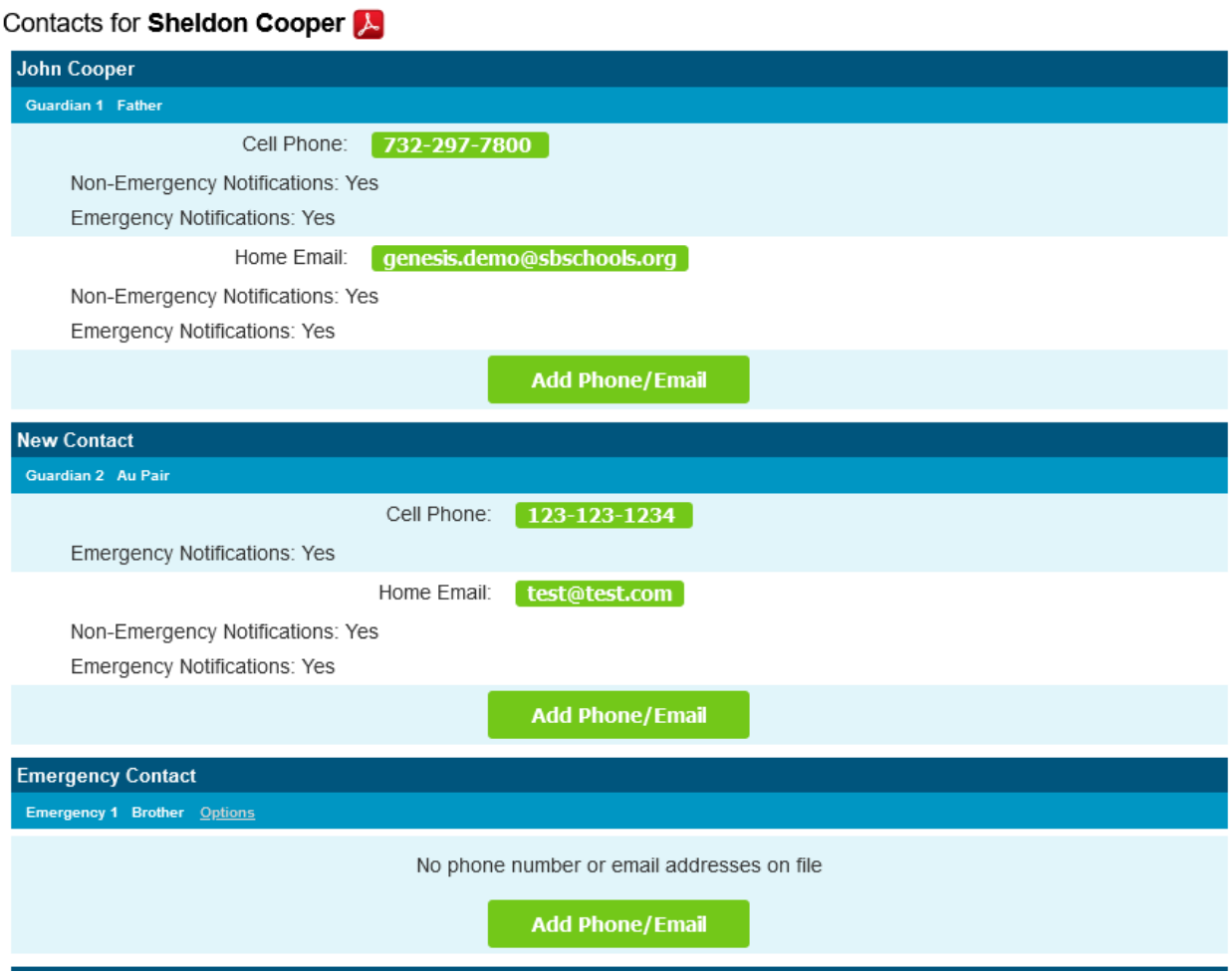
Menu Bar > Contacts Menu Option:



Contacts Screen Message:

> In order to delete a phone number or email address you must contact your child's school to have this information removed.

Contacts: (See Image below)



How to Print the Contact Information

Click the PDF Icon next to the Student's Name like the example shown below.



Edit Phone Number:

- Click on the Phone Number.
- This will open the edit screen.
- Update the various fields:
    - Phone Number
    - Extension (if one exists)
    - Provider (if this is a cell phone)
    - Primary (if this is your primary phone number)
    - Auto Dialer Settings (see details below about Auto Dialer Settings)
- Click the “Save” button when done
- Click the “Cancel” button if you do not want to make any changes

Edit Email Address:

- Click on the Email Address.
- This will open the edit screen.
- Update the various fields:
    - Email Address
    - Auto Dialer Settings (see details below about Auto Dialer Settings)
- Click the “Save” button when done
- Click the “Cancel” button if you do not want to make any changes

Auto Dialer Settings

- Non-Emergency Notifications
- Emergency Notifications

These options must be enabled for the user to receive school notifications such as School Cancellations. School cancellations are categorized as Emergency Notifications. Other notifications such as Parent Teacher Conference Reminders would be categorized as Non-Emergency Notifications.

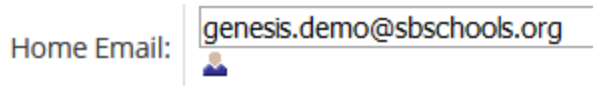


If any information is changed for the Contact then the “Save All Changes” button must be clicked for the changes to be saved.

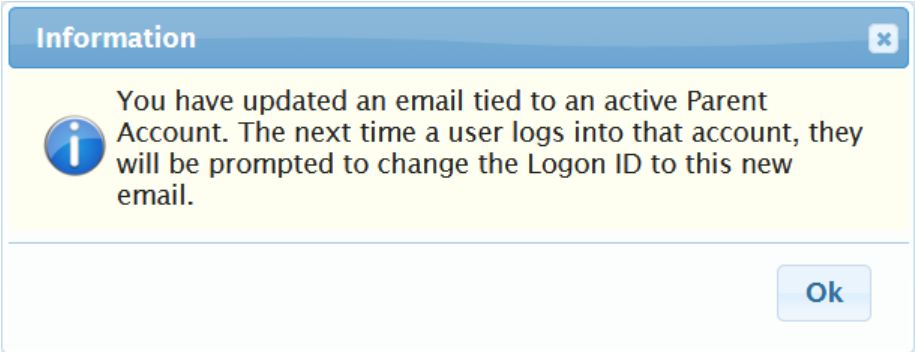


When an email as the icon below it means the email is tied to a parent account for this student, such as the example below.

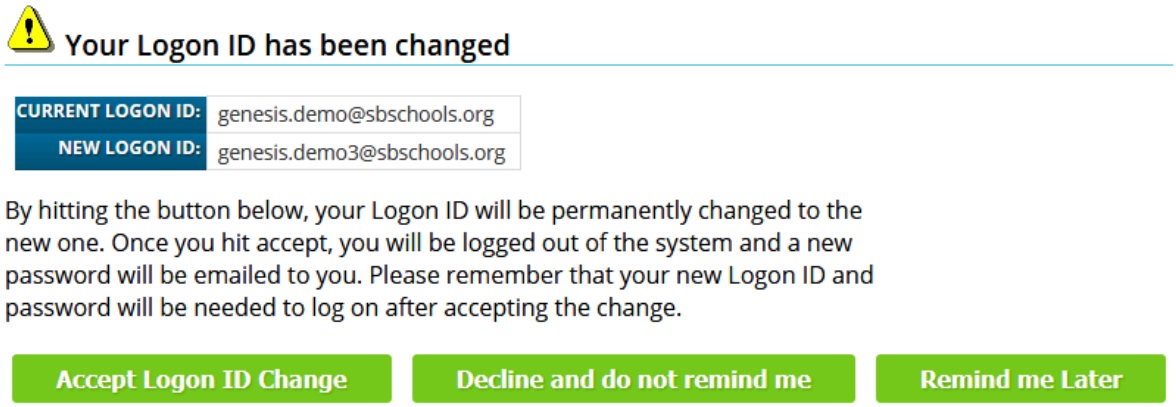




If the email address associated with a parent account is changed then a message will appear such as below.



After the email is changed and saved, by clicking the “Save All Changes” button the window appears as below.



After clicking the “Accept Logon ID Change”, the user will be logged out and a new password will be emailed to them. They will need to logon with the new email address and new password.

Add a New Phone Number or Email Address for an Existing Contact
Select the Type
Enter the information
Click the “Save All Settings” button



After saving the information, the notification settings will appear and be able to be modified.



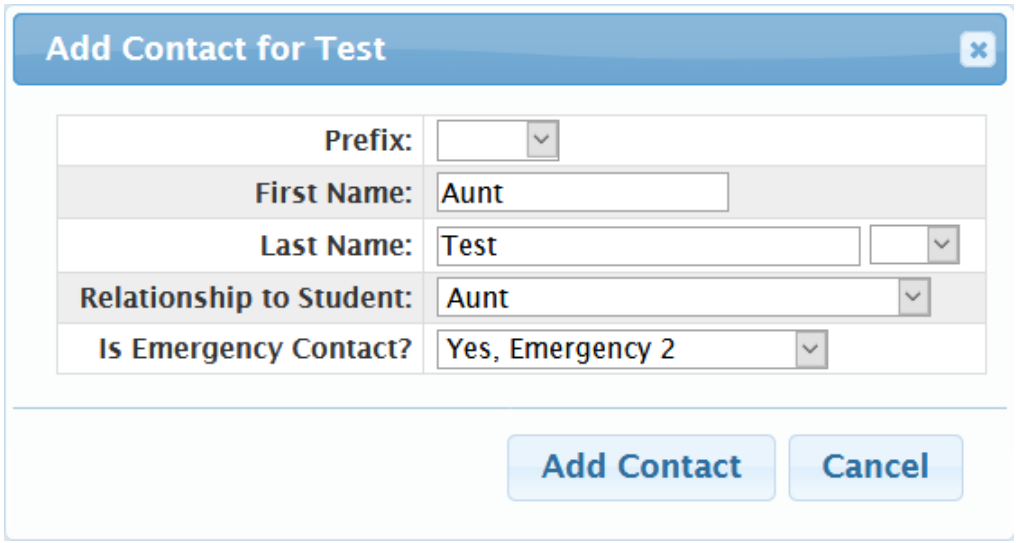
To Add a New Contact for the Student

- Click the “Add Contact for [Student Name]” button.

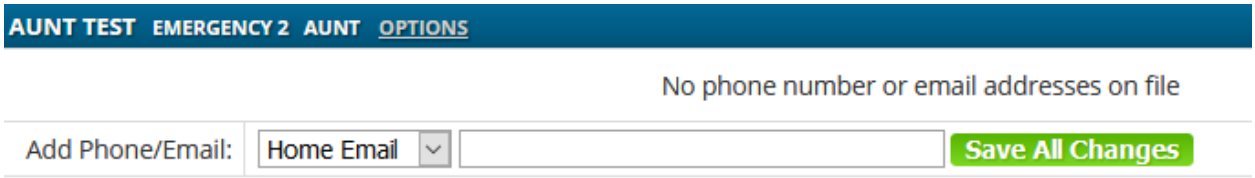


Enter in the information for the New Contact

- Prefix: (Optional)
- First Name: (Required)
- Last Name: (Required)
- Relationship to Student: (Required)
- Is Emergency Contact: (Required)
    - Yes, Emergency # - denotes an emergency contact
    - Not an Emergency Contact - denotes non-emergency who is not a parent/guardian contact, such as dentist, doctor, hospital, etc.



Once the Contact has been added their Phone Number(s) and Email(s) can be entered.

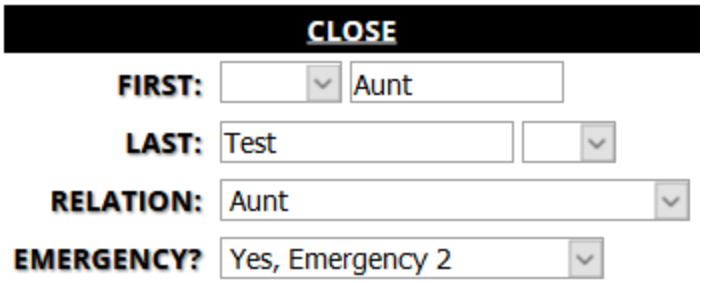


Clicking the “Options” link allows you to Change or Delete the Contact





Changing a Contact, allows their name and relationship to be changed.



After changing a contact’s information, the information is not saved until the “Save All Settings” button is clicked for that Contact.