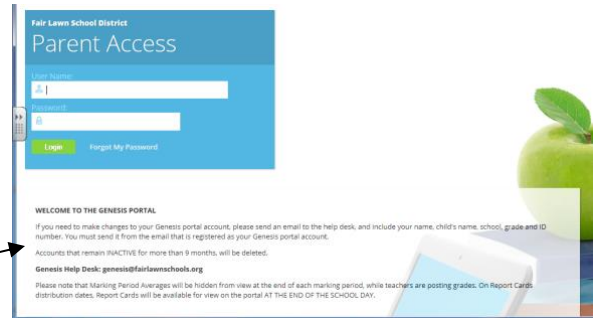


# A TUTORIAL OF THE GENESIS PORTAL FOR FAIR LAWN SCHOOLS

Parent Portal: <https://parents.fairlawnschools.org>

Student Portal: <https://students.fairlawnschools.org>

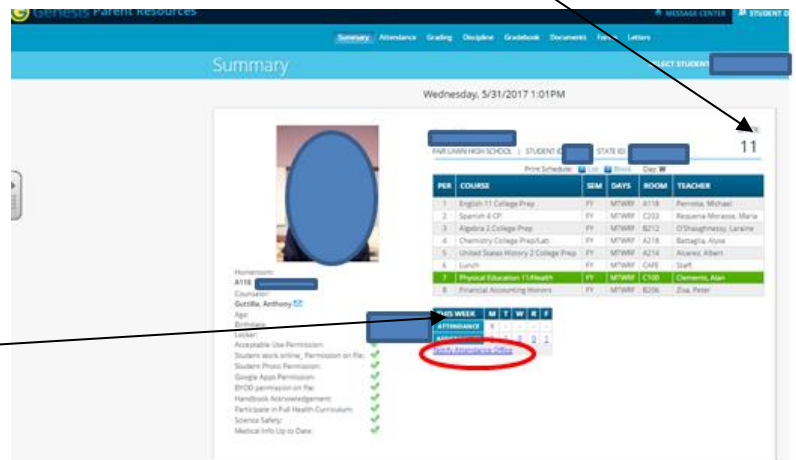
**Parents and students with a Genesis Acct** will log into the secure site, using their **email as their screen name**. A random password will be emailed to parent users; upon logging in, users will be prompted to change the password. STUDENTS will use the SAME username and password as their Fair Lawn Google account they use in school.



Please note the announcement section on the login page

**Parents with multiple children in Fair Lawn schools can select a specific student from the drop down menu at the top right.** Students (MS/HS only) with Genesis Accounts can only view their own information.

The **Home screen** displays basic student information, including photo, schedule, weekly attendance summary, HR and ID.



**NOTE:** Parents can submit notification of a student ABSENCE or TARDY from the Home Screen by clicking NOTIFY ATTENDANCE OFFICE.

Acceptable Use Permission: ✓  
 Student work online\_ Permission on file: ✗  
 Student Photo Permission: ✓  
 Google Apps Permission: ✓  
 BYOD permission on file: ✓  
 Science Safety: ✗



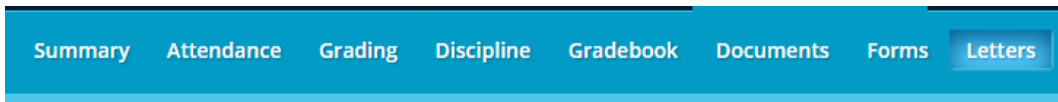
At

the **bottom of the Home screen**, there are check marks which indicate the permissions which have been enabled. **These can ONLY be set by from a Genesis Parent Account.** Please click the FORMS tab to enable the various permissions.

**ALERTS** are now available to be turned on for LETTERS (Attendance Only) and MESSAGES (Forms and Documents). If updates/changes are made in these areas, you will receive a message alerting you to check the portal. Alerts are NOT sent unless you opt to turn on this feature. Please follow these steps to turn the ALERTS ON:

- Click the Message Center icon (upper right)
- Click Message Alert Set up tab
- Check the EMAIL and/or CELL PHONE (text) to which you prefer to receive your alerts.
- If you opt to receive a TEXT ALERT, you MUST also update the Cell Phone PROVIDER on the Contacts tab, next to your cell phone. Text alerts cannot be sent to provider marked "Unknown".

Tabs at the top allow access to view Attendance, Grading, Discipline, Gradebook, Documents (letters) and Forms (Permission slips) and Letters (HR Assignment and Attendance).



- **Attendance** – displays color coded calendar with Tardy and Absence totals (HS will also display tab of CLASS ATTENDANCE)
- **Grading** –displays the most recent PROGRESS REPORT or MARKING PERIOD REPORTCARD. A drop down allows you to review previous report cards.
- **Discipline (MS/HS ONLY)** –displays the disciplinary action taken by the administration (NOT teacher discipline issues). THIS TAB WILL NOT BE AVAILABLE UNTIL FURTHER TRAINING IS COMPLETED AT BOTH MIDDLE AND HIGH SCHOOLS
- **Gradebook (MS/HS ONLY)** – lists courses, teachers (with email address) and current grade to date. Also displays assignments due during current week.
  - Can switch to “List Assignments” and select a specific class or filter assignments (All, Missing, Incomplete)
  - Posted grades and comments of assignments and attachments are displayed here. **Remember:** Not all assignments will have an attachment, nor will all graded assignments have comments.

- **Documents** – lists letters from principals, HR assignments (elementary) and other general information. Click the Document name to view.

FOLDER NAME / TITLE	FOR
Welcome Letters_General School Info	<input type="button" value=""/>
LS 4Y	Adrianna
School Messenger Set Up	<input type="button" value=""/>
School Messenger Account Set Up	Adrianna

- **Forms** –Parents can grant online permission for various actions. An email alert will be sent when new forms are posted. Checks and X’s on the Home screen will indicate which forms have been submitted.

Forms Library

Today is 7/25/2014

These are the online forms that are available for

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Science Safety: Middle School	Not Yet Submitted				<input type="button" value=""/>
2.	Technology Use & Applications	Not Yet Submitted				<input type="button" value=""/>
3.	Medical Information	Not Yet Submitted				All Students
4.	TJMS Handbook	Not Yet Submitted				<input type="button" value=""/>

- **Letters** – Elementary Homeroom Assignments/Principal Welcome Back Letters will be posted in the LETTERS tab. Additionally, MS/HS student Attendance letters will be posted here.