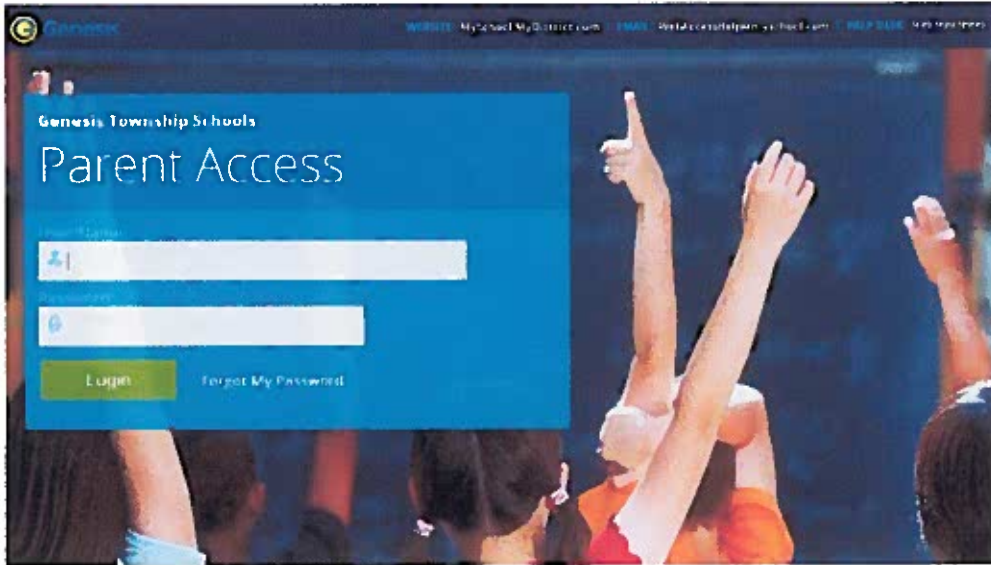# DIOCESE OF TRENTON PARENT ACCESS INSTRUCTIONS

Including New Mobile App Instructions

LOGGING INTO PARENT ACCESS

Logging into Genesis is very simple:

1. Go to the Web Access URL supplied in your Welcome Email
2. Enter your Email Address in the '**Username**' field
3. Enter your password in the '**Password**' field.
4. Click the '**Login**' button
5.

Logging In for the First Time

The very first time you login you will be required to change your password. You must use the password supplied in your Welcome Email.

What if I forget my password?

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

Click on that link. Your password will be sent to your email. PLEASE BE PATIENT – it could take some time. If you do not receive your password in eight hours, contact your child's school.

THE DASHBOARD

When you login to Genesis the first screen you see is your student's child's or children's Data Summary Screen.   This is the student's Dashboard screen. You will see a 'dashboard' for every child linked to your login.   All your children will be listed on one screen. If you have children in both a Diocese of Trenton elementary school and a Diocese of Trenton high school, you will see your children from each of these schools.

Each student's 'dashboard' contains the following information:

- Basic information about the child: **student id, homeroom, grade, age**
- The child's attendance summary for the current week
- Assignment summary for the current week – how many are due each day

THE GRADING SCREEN

When the report card is available, it can be accessed using the Grading Screen.

THE GRADEBOOK SCREEN

The Gradebook Summary Screen - click on the highlighted course name to see all the Assignments for that course

The Gradebook Weekly Summary - This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field.
- See all Assignment for all courses by selecting "All Assignments".
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.

CHANGING PASSWORDS

Change Password

Current Password:

New Password:

Confirm New Password:

Save

To Change Your Password

1. Click on the [SETTINGS] tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click Save

MOBILE APP INSTRUCTIONS

FOR IPHONE

Click on Safari or the web browser on your iPhone

Enter the parent portal address in the URL window - https://parents.dioceseoftrenton.org - Press Go

You will now be at the mobile Genesis Parent Portal website – click on this button   at the bottom of your screen

Click on this button   to add to your home screen – click in Add (top right)

This icon   will now appear on your home screen – click and login using your credentials
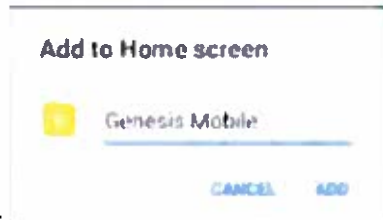
FOR ANDROID

Click on Chrome web browser on your Android

Enter the parent portal address in the URL window - https://parents.dioceseoftrenton.org - Press Go

You will now be at the mobile Genesis Parent Portal site -   -click on the 3 dots

Click the button Add to Home Screen -   Add to Home screen

Add to Home screen

Genesis Mobile

CANCEL   ADD

Click the Add button --

The Genesis mobile app icon will now appear on your home screen – click and login using your credentials