

## **PARENT CONTACT MANAGEMENT INSTRUCTIONS ON A COMPUTER**

- All contact information for parents, emergency contacts, doctors, dentists, and hospitals are maintained by the parents through the Parent Access portal.
- Parents are responsible for keeping their information up to date through the Parent Access portal.
- All information for the Emergency Alert System – School Messenger is extracted from the information supplied in the Parent Access portal.
- Any changes you make should be made for each child you have in the school system. There are separate contacts for **EACH** child. Do not change just the first child listed or your other children will have incorrect contact information in their records.
- Be sure each of your children have at least two emergency contacts listed in case there is an emergency and we cannot reach either a parent or guardian.
- Do not add a parent or guardian as an emergency contact. They are already in the contact list and are called first in an emergency.
- Be sure each cell phone for a parent or guardian has a carrier (such as Verizon, T-Mobile) listed. Carriers are not required for emergency contacts.
- Be sure your child's Doctor, Dentist, and Hospital is listed if you have one. They should have a relationship type of **Doctor, Dentist, or Hospital** and be coded as **Not an emergency contact**.
- When adding new emergency contacts be sure to supply the relationship the contact is to the student. For example, if the emergency contact is your mother, the relationship should be listed as GRANDMOTHER since that's the relationship to the child.
- **Do not add parents or guardians as an emergency or other contact.** You must call the Registration Department at 973-509-4017 to add an additional Parent or Guardian.
- If you have a family email address only list it once under the first (primary) contact.
- Do **NOT** list the same email address under multiple contacts. The email address should be listed under whoever's email address it is.
- **You must have at least 1 phone and 1 email address for each student listed as getting emergency and attendance alerts.**
- **If your address changes you must call the Registration Department at 973-509-4017 to make any changes to your address. You will need to produce all of the required proofs of residency.**

Any questions you can email [parentaccess@montclair.k12.nj.us](mailto:parentaccess@montclair.k12.nj.us)




## PARENT ACCESS SCREEN

- The entry Parent Access screen will display all of your children.
- Click on the CONTACTS tab to maintain your contacts.
- Click on the Select Language dropdown to change languages.

The screenshot displays the Genesis Parent Resources interface. At the top, there is a navigation bar with the logo and the text "Genesis Parent Resources". To the right of the logo are links for "MESSAGE CENTER", "STUDENT DATA", "CONTACTS" (highlighted with a red box), "SETTINGS", and "LOGOUT". Below the navigation bar is a secondary menu with tabs for "Summary", "Assessments", "Attendance", "Grading", "Discipline", "Fees And Fines", "Documents", "Forms", and "Course Pages". The "Summary" tab is selected. Below the secondary menu is a header area with the word "Summary" on the left and a "SELECT STUDENT:" dropdown menu on the right, currently showing "Smith, Sally A". A yellow warning banner below the header reads: "Parents: Please DO NOT share your password with your children, it can cause your account to be disabled." The main content area shows the date and time: "Saturday, 2/25/2017 11:10PM". There are two student profiles displayed. The first profile is for Sally Smith, with a placeholder for a photo. To the right of the photo, the name "Sally Smith" is displayed, along with "GRADE: KF" and "REGISTRATION HOLDING | STUDENT ID: 3 | STATE ID: 999999999". Below this is a table showing attendance for the week: "THIS WEEK" with columns M, T, W, R, F and "ATTENDANCE" with values X, -, -, -, -. Below the table, the "Homeroom:" is listed as blank, "Age:" is 7, and "Birthdate:" is 01/10/2010. The second profile is for Mary Smith, also with a placeholder for a photo. To the right of the photo, the name "Mary Smith" is displayed, along with "GRADE: 04" and "REGISTRATION HOLDING | STUDENT ID: 1 | STATE ID:". Below this is a table showing attendance for the week: "THIS WEEK" with columns M, T, W, R, F and "ATTENDANCE" with values X, -, -, -, -. Below the table, the "Homeroom:" is listed as blank, "Age:" is 10, and "Birthdate:" is 05/01/2006. At the bottom left of the page, there is a "Select Language" dropdown menu (highlighted with a red box). At the bottom right, there is a copyright notice: "©Copyright Genesis Educational Services, Inc."


## MAKING CHANGES TO PARENT OR GUARDIAN RECORDS

MRS. MARY SMITH GUARDIAN 1 MOTHER					
		GENERAL ANNOUNCEMENTS	EMERGENCY ANNOUNCEMENTS	ATTENDANCE	
Home Phone:	973-555-1212 x <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	973-333-5555 x <input type="text"/> Verizon <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:	marysmith@gmail.com <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Phone/Email:	Home Email <input type="text"/>	<input type="button" value="Save All Changes"/>			

- To delete an email address or phone number click the trash can .
- Email addresses with a  symbol represent your Parent Access Account. **They should never be deleted** or you will lose access to your account. If you change your primary email address which has  next to it, the system will let you know it's changing your logon ID, and then change your logon and send you a new password.
- To change an existing email address or phone number you can retype it on the screen and click the **Save All Changes** button. If you change the email address associated with your Parent Access account you will get an email with a new password, since it's considered a new account and your old account will be deleted. You must change the email address for every student or your parent access account will become corrupted.
- To supply your cell phone carrier choose your carrier from the dropdown and click the **Save All Changes** button.
- To choose what email addresses or phone numbers will get messages from School Messenger our Emergency Alert System check the box next to each choice with the type of alerts you want to get and click the **Save All Changes** button. Each child must have at least 1 phone number and 1 email address that is checked off for Emergency and Attendance alerts.
- To add an additional phone number or email address choose from the dropdown what you want to add. Then enter the number, carrier for cellphones, or email address. Click the **Save All Changes** button when done.
- **If a parent or guardian's name is spelled wrong, missing or the relationship is wrong please call the Registration Department at 973-509-4017 to make the correction. Do not add the missing parent or guardian as an emergency or other contact.**

## MAKING CHANGES TO EMERGENCY OR MEDICAL CONTACTS

MISS SALLY SMITH EMERGENCY 2 AUNT <a href="#">OPTIONS</a>					
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL					
		GENERAL ANNOUNCEMENTS	EMERGENCY ANNOUNCEMENTS	ATTENDANCE	
Home Phone:	973-888-4567 x <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	973-222-3333 x <input type="text"/> Verizon <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Phone/Email:	Home Email <input type="text"/>				<input type="checkbox"/>
<a href="#">Save All Changes</a>					

- To delete an email address or phone number click the trash can .
- To change an existing email address or phone number you can retype it on the screen and click the **Save All Changes** button.
- If you want the contact to be able to pick up your child from school be sure to check off the box that says “Guardian has given permission to pick up student from school”.
- Email addresses are not needed for emergency contacts.
- Cell phone carriers are not required for emergency contacts.
- Do not set up your emergency contacts to receive emergency alert messages.
- To add an additional phone number or email address choose from the dropdown what you want to add. Then enter the number, or email address. Click the **Save All Changes** button when done.
- To change the spelling for an emergency contact or delete the contact click the **OPTIONS** link.

OPTIONS	CLOSE
<a href="#">CHANGE CONTACT</a>	
<a href="#">DELETE CONTACT</a>	

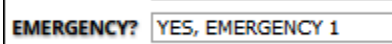
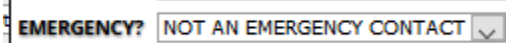
- When adding or updating contacts be sure to include the prefix (Mr. Mrs., Dr. Etc.)
- EMERGENCY? Should be coded **Yes, Emergency 1 – 8** for emergency contacts, and **Not an emergency contact** for the doctor or Hospital.

CLOSE	
FIRST:	Mr. <input type="text"/> Harry
LAST:	Adams <input type="text"/>
RELATION:	Grandfather <input type="text"/>
EMERGENCY?:	Yes, Emergency 1 <input type="text"/>

## ADD AN ADDITIONAL CONTACT

		NOT
Home Phone:	973-222-8888 x <input type="text"/>	
Add Phone/Email	Home Email <input type="text"/>	
<b>Show Add Contact...</b>		

ADD CONTACT TO JOHN:			
Prefix:	<input type="text"/>	First Name:	<input type="text"/>
	<input type="text"/>	Last Name:	<input type="text"/>
Relationship to Student:	<input type="text"/>		
Is Emergency Contact?:	Not an emergency contact <input type="text"/>		
<b>Add Contact</b>			

- Click the **Show Add Contact** button which is found at the bottom of the contact list for each child. Remember to add the new contact to each of your children not just one.
- Enter the prefix, first and last name.
- Choose the relationship to the student from the dropdown. Choose Doctor if its the child's doctor.
- For emergency contacts choose from the dropdown **Yes, emergency 1 – 6**.  

- For the doctor, dentist, or hospital choose **Not an emergency contact**.  

- Email addresses are not required for emergency or medical contacts.
- Use home phone number for doctors, dentists, or hospitals.
- Use the last name field if the contact is a medical practice, or the name of a hospital.
- Click the **Add Contact** button when finished.
- **Do not add a missing Parent or Guardian, you must call the Registration Department at 973-509-4070 to do this.**
- **Do not add a Parent or Guardian as an emergency contact. Parents and Guardians are already listed as a contact.**