

PARENT CONTACT MANAGEMENT INSTRUCTIONS ON A PHONE


- 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

MAIN SCREEN ON A PHONE

- All of your children are listed on the main screen.
- Click on the 3 bars at the upper left side to bring up the menu.
- Click on the select language at the bottom left of the screen to change to a different language.
- If the system does not go into Mobile view you can check Mobile on the bottom left corner of the screen.

The screenshot shows the main screen of the Genesis mobile app. At the top left, there is a red box around a hamburger menu icon (three horizontal lines). To the right of the menu icon is the Genesis logo. Below the logo is a yellow banner with the text: "Parents: Please DO NOT share your password with your children, it can cause your account to be disabled." Below the banner, the date and time are displayed: "Friday, 2/24/2017 3:41PM". The screen displays two student profiles. The first profile is for Mary Smith, with a red box around her name and grade information. The second profile is for Sally Smith, with a red box around her name and grade information. At the bottom left, there is a red box around a "Select Language" dropdown menu and a "Mobile" button. At the bottom right, there is a copyright notice: "©Copyright Genesis Educational Services, Inc."

Genesis 

Parents: Please DO NOT share your password with your children, it can cause your account to be disabled.

Friday, 2/24/2017 3:41PM

Mary Smith GRADE: 04
REGISTRATION HOLDING
STUDENT ID: 1 | STATE ID:


Homeroom:
Age: 10
Birthdate: 05/01/2006

THIS WEEK	M	T	W	R	F
ATTENDANCE	X	-	-	-	-

Sally Smith GRADE: KF
REGISTRATION HOLDING
STUDENT ID: 3 | STATE ID: 999999999

Homeroom:
Age: 7
Birthdate: 01/10/2010

THIS WEEK	M	T	W	R	F
ATTENDANCE	X	-	-	-	-

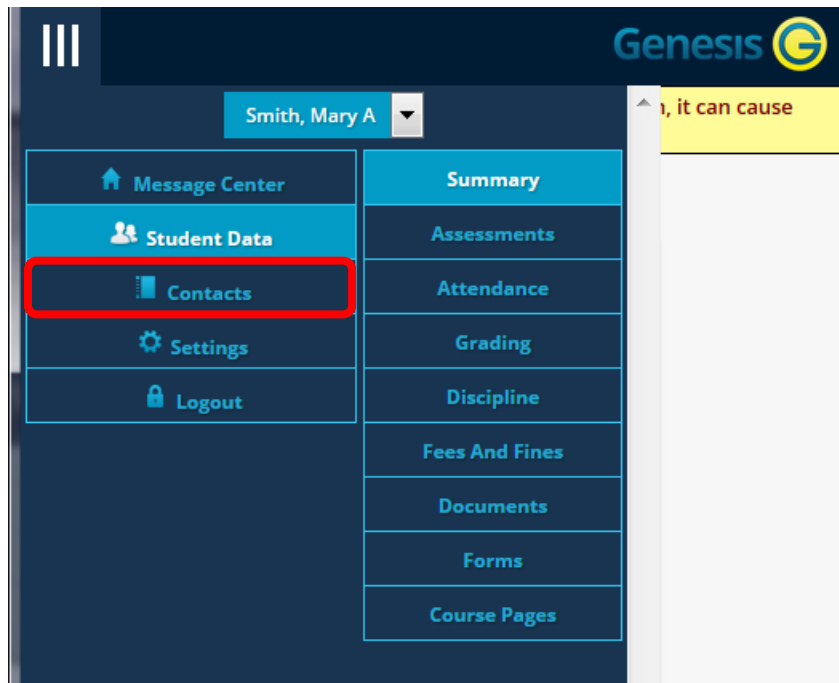
Select Language 

Mobile

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MENU SCREEN

- Click on the contacts tab to bring up all of your childrens contacts.




CONTACTS FOR FIRST CHILD

Parents: Please DO NOT share your password with your children, if your account to be disabled.

Do not add a parent or guardian as an emergency contact should only be coded as a Guardian. To add a missing contact, email parentaccess@montclair.k12.nj.us with name, address, home number, cell numbers, and email address.

Be sure you have checked off what alerts you wish to receive next to each phone number or email address. If you are on a Mobile device you need to click on the phone number or email address to see the alert flags.

Contacts for **Sally Smith** 

MRS. MARY ADAMS	
GUARDIAN 1 MOTHER, STEP	
Home Phone:	973-333-4444
Cell Phone:	973-555-6666
Work Phone:	917-222-3333
Home Email:	madams@verizon.net
Home Email:	jpellegrino@montclair.k12.nj.us
Add Phone/Email	

MR. JOHN ADAMS	
GUARDIAN 2 FATHER	
Home Phone:	973-333-4444
Cell Phone:	917-666-5555
Home Email:	jadams@verizon.net
Add Phone/Email	

MR. HARRY ADAMS	
EMERGENCY 1 GRANDFATHER OPTIONS	
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL	
Home Phone:	908-333-4444
Cell Phone:	917-444-5555
Add Phone/Email	

MRS. SALLY WILSON	
EMERGENCY 3 COUSIN OPTIONS	
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL	
Cell Phone:	111-111-1111
Home Phone:	222-222-2222
Add Phone/Email	

DR. ROBERT GOLD	
DENTIST OPTIONS	
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL	
Home Phone:	212-555-6666
Add Phone/Email	

SAINT JOSEPHS HOSPITAL	
HOSPITAL OPTIONS	
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL	
Home Phone:	201-444-5555
Add Phone/Email	

DR. JOHN SMITH	
DOCTOR OPTIONS	
<input type="checkbox"/> GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL	
Home Phone:	201-444-5555
Add Phone/Email	

Add Contact for Sally

CONTACTS FOR SECOND CHILD

Contacts for **Mary Smith**

MRS. MARY SMITH

GUARDIAN 1 MOTHER

Home Phone: **973-555-1212**

Cell Phone: **973-333-5555**

Home Email: **jpellegrino@montclair.k12.nj.us**

Add Phone/Email

MR. JOHN SMITH

GUARDIAN 2 FATHER, STEP

Home Phone: **973-555-1212**

Cell Phone: **732-888-4567**

Work Phone: **973-555-6633**

Home Email: **john.smith@gmail.net**

Add Phone/Email

MISS SALLY SMITH

EMERGENCY 1 AUNT [OPTIONS](#)

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: **973-888-4567**

Cell Phone: **973-222-3333**

Add Phone/Email

DR. JOHN ADAMS

DOCTOR [OPTIONS](#)

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: **973-555-2222**

Add Phone/Email

DR. ROGER HARRIS

DENTIST [OPTIONS](#)

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: **973-777-9999**

Add Phone/Email

SAINT JOSEPH HOSPITAL

HOSPITAL [OPTIONS](#)

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: **973-666-7777**

Add Phone/Email

Add Contact for Mary

MAINTAINING A PARENT OR GUARDIAN CONTACT

- Do NOT add a parent or a guardian to your contact list. Please call Registration 973 509 4017 to add a guardian to your account. **DO NOT ADD A PARENT OR GUARDIAN AS AN EMERGENCY CONTACT.**
- Each child has one or more parent or guardian records. You must update the information for each of your children.

Contacts for **Mary Smith**

MRS. MARY SMITH	
GUARDIAN 1 MOTHER	
Home Phone:	973-555-1212
Cell Phone:	973-333-5555
Home Email:	jpellegrino@montclair.k12.nj.us
Add Phone/Email	

- Click on a phone number to change the number.
- If the phone type is wrong: Home, Cell, or Work you have to **Delete** the number and add it back with the correct type.
- To update a number simply type over the existing number.
- To control what numbers are called by School Messenger our notification system check off the boxes you wish to be contacted on for General, Emergency's and Attendance calls.
- At least 1 phone number per child must be checked off for emergencies and attendance.
- Our calling system cannot call extensions.
- Click Save.

Modify **Phone** for Mary

Number:	973-555-1212	
Ext:		
Primary:	<input checked="" type="checkbox"/>	
GENERAL ANNOUNCEMENTS	EMERGENCY ANNOUNCEMENTS	ATTENDANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Save Delete Cancel

Contacts for Mary Smith

MRS. MARY SMITH	
GUARDIAN 1 MOTHER	
Home Phone:	973-555-1212
Cell Phone:	973-333-5555
Home Email:	jpellegrino@montclair.k12.nj.us
Add Phone/Email	

- Click on an email address to change the email.
- Click the **Delete** button to delete an email address
- To update an email simply type over the existing email address.
- To control what emails are used by our notification system check off the boxes you wish to be contacted on for General, Emergency's and Attendance calls.
- At least 1 email address per child must be checked off for Emergency's and attendance.
- Click Save.
- If there is a little man next to the email address it means that address is used for your Parent Access logon. When you change your email you will also change the logon id for your Parent Access account. An email will be sent to you asking you to set a new password. It's important your email address is kept current for Parent Access.


Modify **Email** for Mary

jpellegrino@montclair.k12.nj.us 

GENERAL ANNOUNCEMENTS	EMERGENCY ANNOUNCEMENTS	ATTENDANCE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Save **Delete** **Cancel**


ADDING A PHONE NUMBER OR EMAIL ADDRESS FOR A PARENT OR GUARDIAN.


Contacts for **Mary Smith** 

MRS. MARY SMITH	
GUARDIAN 1 MOTHER	
Home Phone:	973-555-1212
Cell Phone:	973-333-5555
Home Email:	jpellegrino@montclair.k12.nj.us
Add Phone/Email	


- Click Add Phone/Email
- Choose what you want to add
 - Home Email
 - Work Email
 - Cell Phone
 - Home Phone
- If you are adding a cell phone you should add your Cell Provider (i.e. Verizon, Sprint) if you want parent access to be able to send you alerts when documents are placed in your account.
- Be sure to update your School Messenger notification flags.
- Click Save when finished

Add Phone/Email for Mary 

Home Email 

Add Phone/Email for Mary 

Cell Phone 

Select Provider 

ADDING A NEW CONTACT FOR A CHILD

- Click Add Contact, which appears at the end of each child's set of contacts. Be sure to add the contact to each of your children.

The screenshot shows a contact card for "DR. JOHN SMITH" with a "DOCTOR" role and "OPTIONS" tab. A checkbox is labeled "GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL". The "Home Phone" field contains "201-444-5555". Below the card is a green "Add Phone/Email" button, and at the bottom, a larger green "Add Contact for Sally" button is highlighted with a red border.

- Enter the contacts full first and last name.
 - For Hospitals or a doctor's practice use the last name field.
- Enter the contacts relationship to the child, i.e. Grandmother, Aunt, Babysitter etc.
 - **NEVER** add a parent or guardian as an emergency contact.
 - For doctors choose a relationship of Doctor.
 - For Hospital choose a relationship of Hospital.
 - For Dentist choose a relationship of Dentist.
- Choose one of the choices for "Is Emergency Contact?".
 - For **emergency contacts** choose Yes, and choose the order in which you want the emergency contacts called (1 – 6) "**Yes, Emergency 1**"
 EMERGENCY? YES, EMERGENCY 2
 - For **Doctors, Dentist, and Hospitals** choose "**Not an emergency contact**".
 EMERGENCY? NOT AN EMERGENCY CONTACT
- Click Add Contact.

The screenshot shows the "Add Contact for Mary" form. The "Prefix" is "Mr.", "First Name" is "John", and "Last Name" is "Smith". The "Relationship to Student" dropdown is set to "Brother" and is highlighted with a red border. The "Is Emergency Contact?" dropdown is set to "Yes, Emergency 2" and is also highlighted with a red border. At the bottom, the "Add Contact" button is highlighted with a red border, next to a "Cancel" button.

- If you want the contact to be able to pick your child up from school check off the box “Guardian has given this contact permission to pick up student from school”.
- Once the contact is added you should add a phone number for the contact.
- Email addresses are not required for emergency contacts or doctors.
- For Doctors, Dentest, and Hospital choose a phone type of “Home Phone”.

MR. JOHN SMITH

EMERGENCY 1 BROTHER OPTIONS

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

No phone number or email addresses on file

Add Phone/Email

- Choose Home, Work or Cell phone.
- Enter the contacts phone number.
- Click Save.

Add Phone/Email for John [X]

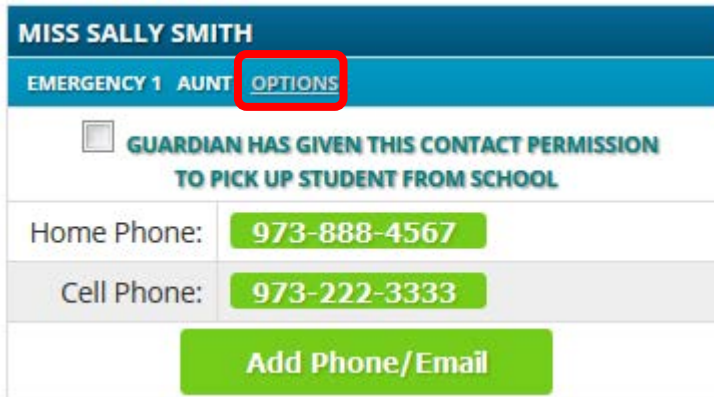
Home Phone [v]

[Empty text input field]

Save Cancel

ADJUSTING A CONTACTS NAME OR RELATIONSHIP

- Click on the **OPTIONS** link.
- You can change or delete the contact.



MISS SALLY SMITH

EMERGENCY 1 AUNT **OPTIONS**

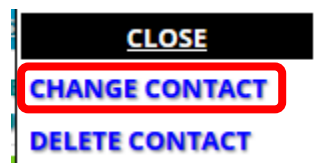
GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: 973-888-4567

Cell Phone: 973-222-3333

Add Phone/Email

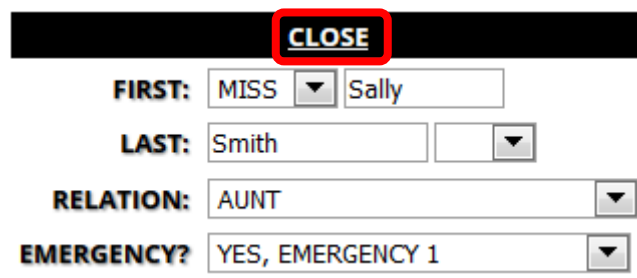
- Click the Change Contact tab to change the name, relationship or type.
- Make your changes.
- Click Close to save your changes.



CLOSE

CHANGE CONTACT

DELETE CONTACT



CLOSE

FIRST: MISS Sally

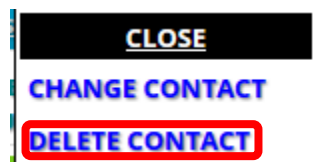
LAST: Smith

RELATION: AUNT

EMERGENCY? YES, EMERGENCY 1

DELETING A CONTACT.

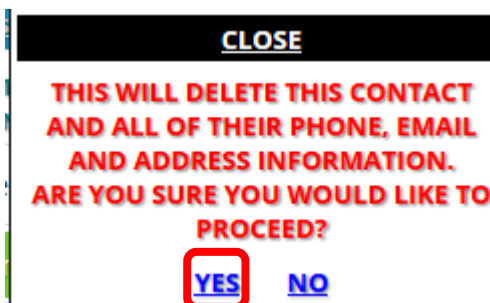
- After clicking Options click Delete Contact.
- Click YES when asked if you want to delete the contact.



CLOSE

CHANGE CONTACT

DELETE CONTACT



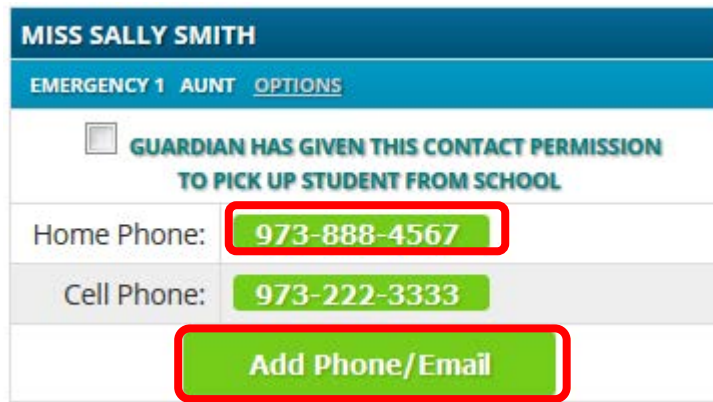
CLOSE

THIS WILL DELETE THIS CONTACT AND ALL OF THEIR PHONE, EMAIL AND ADDRESS INFORMATION. ARE YOU SURE YOU WOULD LIKE TO PROCEED?

YES NO

ADJUSTING OR DELETING A CONTACTS NUMBER

- Click on the number you wish to change or click Add Phone/Email.
- Email addresses are not needed for Emergency and other contacts.



MISS SALLY SMITH

EMERGENCY 1 AUNT OPTIONS

GUARDIAN HAS GIVEN THIS CONTACT PERMISSION TO PICK UP STUDENT FROM SCHOOL

Home Phone: 973-888-4567

Cell Phone: 973-222-3333

Add Phone/Email

- Emergency contacts should not have any of the calling options checked off.
- Adjust the number, or if adding a number enter the number
- Click Save.
- To delete the number click Delete.



Modify Phone for Sally

Number: 973-888-4567

Ext: [dropdown]

Primary:

GENERAL ANNOUNCEMENTS EMERGENCY ANNOUNCEMENTS ATTENDANCE ANNOUNCEMENTS

Save Delete Cancel