



EDUCATIONAL SERVICES

Parent


Web Access

Updating

Contacts

I. Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A  PDF icon should appear next to the name of each of your children to allow you to print out their current contact information.

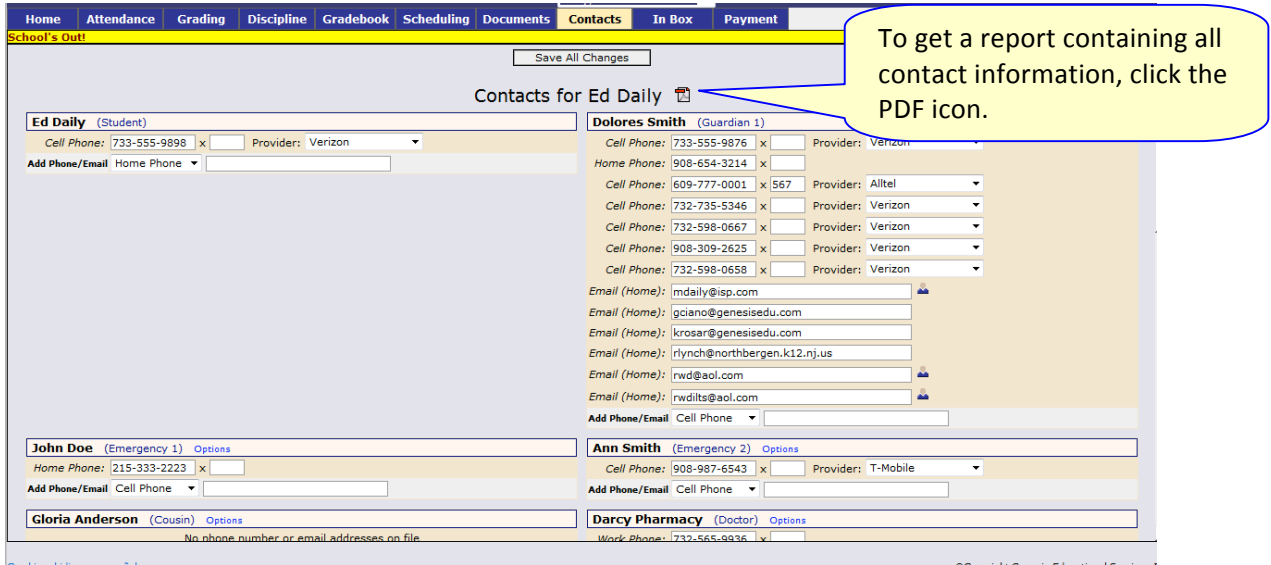


Figure 1 – View of part of the Contacts Screen listing all Contact Information for your students. The PDF icon at the top can be used to get a PDF report of all of the information displayed on this screen.


What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children’s own cellphone and email addresses
- The student’s Guardians – The legal guardians – such as yourself – who are allowed to view the children’s information.
- Other contacts – all other people whom you wish the school to be aware of in your children’s lives, including:
 - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
 - o Doctors
 - o Dentists
 - o Hospital to use in an emergency if hospitalization is required.
 - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child’s area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the  PDF icon next to the student’s name and click it.

Contacts for Ed Daily



Click this icon

This will bring up a report of this student’s Contact information:

Contact Name	Type	Relationship	Phone	Email
Ed Daily	Student	Student	733-555-9898 (Cell)* 856-999-1928 (Cell)	
Addresses				
Legal Residence Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 908-554-3214 (Home) 609-777-0001 (Work) 732-735-5346 (Cell) 732-598-0667 (Cell) 908-309-2625 (Cell) 732-598-0658 (Cell) 732-889-9292 (Cell)	mdaily@isp.com (Home) gdiano@genesisedu.com (Home) krosas@genesisedu.com (Home) rlymch@northbergen.k12.nj.us (Home) rwd@aol.com (Home) rwdlits@aol.com (Home)
Addresses				
Home Address A D G R S Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				
Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	
Contact Name	Type	Relationship	Phone	Email
Ann Smith	Emergency 2	Aunt	908-987-6543 (Cell)*	
Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses				
Home Address Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River, NJ 08755				

Figure 2 – The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student’s Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student’s Contact information.

This report can be printed out, corrected and brought to your child’s school or district offices.

Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

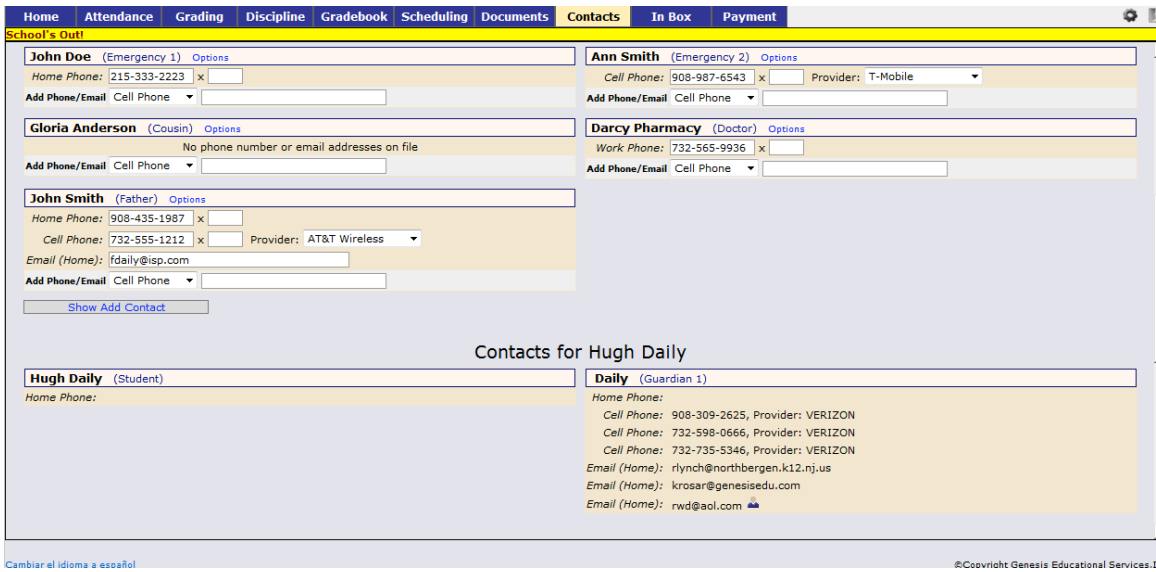
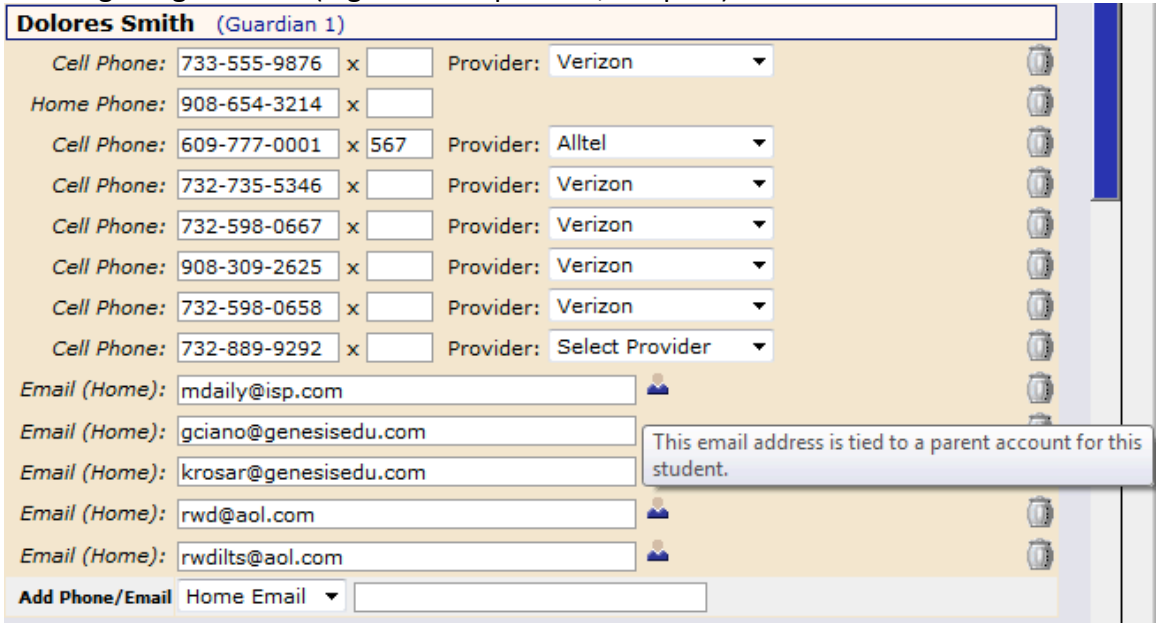


Figure 3 – Scroll down to view additional students and contact information

Interpreting Information for a Contact

The Contacts screen

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).



The top line shows the Contact’s name and “contact type”:




There are multiple contact types that are possible:


- Student
- Guardian 1
- Guardian 2
- Guardian 3

- Guardian 4

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your child, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.). If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

Cell Phone: x Provider: 

Email Addresses: A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

Email (Home): 

The Student’s Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the “Student” contact. These would be ways for the school to contact the student, themselves, directly.

Ed Daily (Student)	
Cell Phone:	<input type="text" value="733-555-9898"/> x <input type="text"/> Provider: <input type="text" value="Verizon"/>
Cell Phone:	<input type="text" value="856-999-1928"/> x <input type="text"/> Provider: <input type="text" value="Select Provider"/>
Add Phone/Email	<input type="text" value="Home Email"/>

Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith (Guardian 1)			
Cell Phone:	<input type="text" value="733-555-9876"/>	x <input type="text"/>	Provider: Verizon ▼
Home Phone:	<input type="text" value="908-654-3214"/>	x <input type="text"/>	
Cell Phone:	<input type="text" value="609-777-0001"/>	x <input type="text" value="567"/>	Provider: Alltel ▼
Cell Phone:	<input type="text" value="732-735-5346"/>	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	<input type="text" value="732-598-0667"/>	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	<input type="text" value="908-309-2625"/>	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	<input type="text" value="732-598-0658"/>	x <input type="text"/>	Provider: Verizon ▼
Cell Phone:	<input type="text" value="732-889-9292"/>	x <input type="text"/>	Provider: Select Provider ▼
Email (Home):	<input type="text" value="mdaily@isp.com"/>		
Email (Home):	<input type="text" value="gciano@genesisedu.com"/>		
Email (Home):	<input type="text" value="krosar@genesisedu.com"/>		
Email (Home):	<input type="text" value="rlynch@northbergen.k12.nj.us"/>		
Email (Home):	<input type="text" value="rwd@aol.com"/>		
Email (Home):	<input type="text" value="rwdilts@aol.com"/>		
Add Phone/Email	Home Email ▼	<input type="text"/>	

Figure 4 – Information for one Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

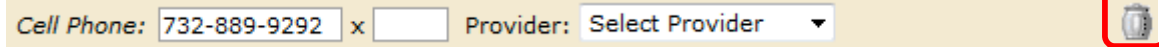
Updating a Contact’s Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

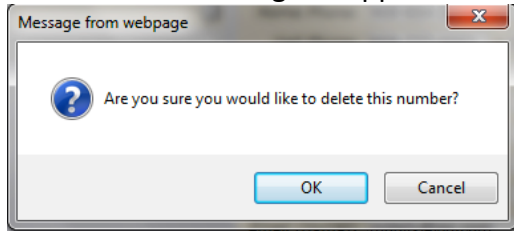
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



A confirmation dialog will appear:

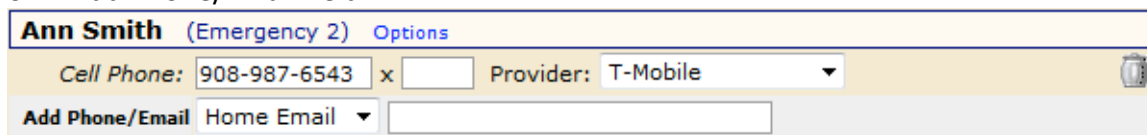


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

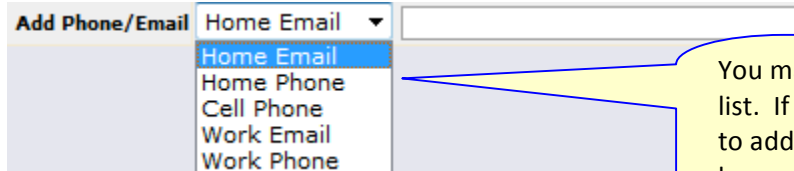
Adding a phone number or email address: To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:



You may only add the types of things in this list. If it is missing, you do not have permission to add it (e.g. if “Email” is missing you do not have permission to add Emails).

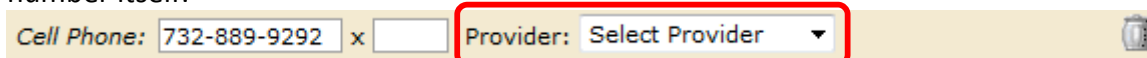
Select the type of information you want to add.

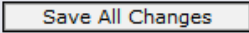
Then move to the blank text field and enter the phone number or Email address.

Go to the top or bottom of the screen and click the button.

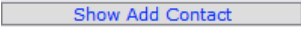
Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. “Text messages” include the notifications that can be sent, for example, when a student’s gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

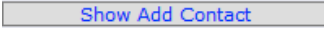
To set or change a cell number, locate the “Provider” drop down to the right of the phone number itself:

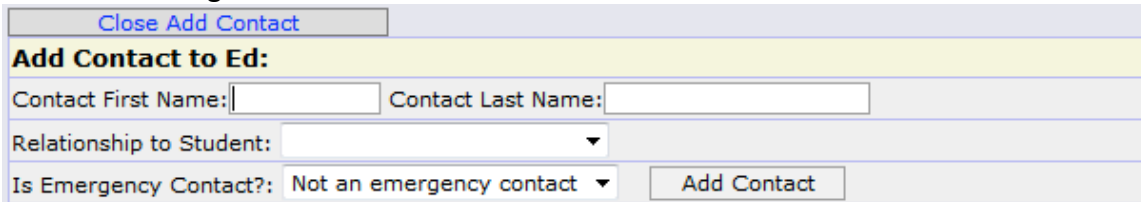


Select your provider, then scroll up or down (to the top or bottom of the page) and click the  button.

Adding a New Contact

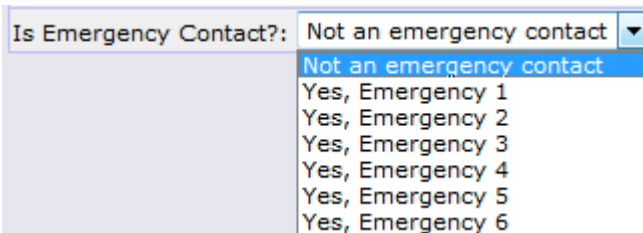
If you have a  button at the bottom left of a student’s list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the  button. This brings up the “New Contact” area right below the button:

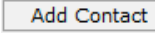


Enter the following fields:

- Contact First Name – The person’s last name
- Contact Last Name – The person’s first name
- Relationship to Student – Select the new Contact’s relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.



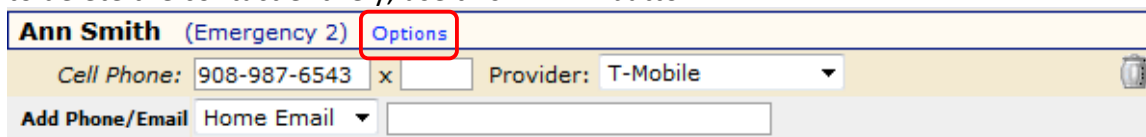
You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the  button to add the new Contact.

WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child’s contacts.

Changing or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an [Options](#) button in the top line of the contact’s information. To update the name information for a contact or to delete the contact entirely, use this [Options](#) button:



When you click [Options](#) , a popup appears:

Ann Smith (Emergency 2) Options

Cell Phone: 908-987-6543 x

Add Phone/Email Home Email

Close
Change Contact
Delete Contact

The popup gives you three options:

- **Close** - Clicking the Close button dismisses the popup and makes no changes.
- **Change Contact** - Clicking **Change Contact** lets you change the name and relationship information for this Contact.
- **Delete Contact** - Clicking **Delete Contact** removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click **Delete Contact** the following confirmation dialog appears:

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

If you click **Yes**, the contact and all their information is permanently removed. If you click **No**, then the popup is closed and the contact is not deleted.

Changing a Contact: When you click **Change Contact** the following popup appears:

Ann Smith (Emergency 2) Options

Cell Phone: 908-987-6543 x

Add Phone/Email Home Email

Close

First: Ann

Last: Smith

Emergency? Not an emergency contact

Not an emergency contact
Yes, Emergency 1
Yes, Emergency 2
Yes, Emergency 3
Yes, Emergency 4
Yes, Emergency 5
Yes, Emergency 6

You can change the contact's first or last name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the **Save All Changes** button.

II.