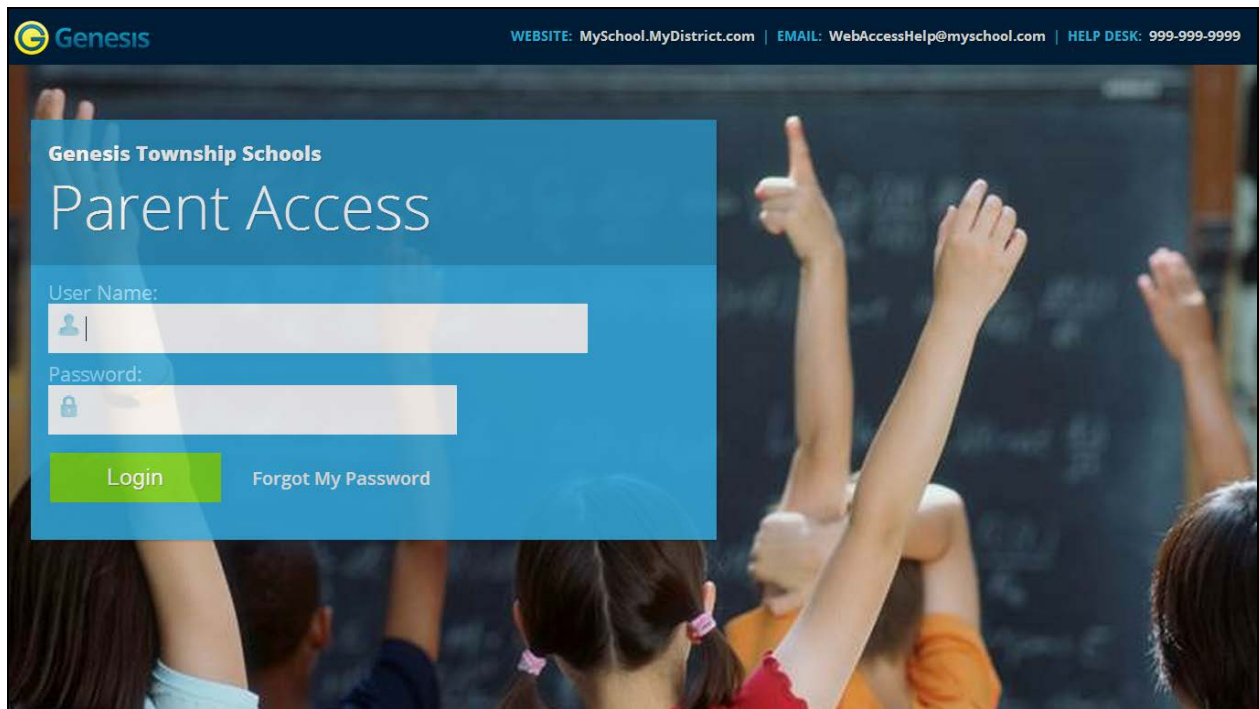


Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to the Parent Portal URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Parent Portal password in the '**Password**' field.
4. Click the '**Login**' button

Logging In for the First Time

The very first time you login you will be required to change your password.

What if I forget my password?

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



If you forget your password, click the **Forgot My Password** link, if it is present.

If it is not there, you must contact your school or district office.

The information may appear on the screen where you see the fake information on the example screen above:

WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999

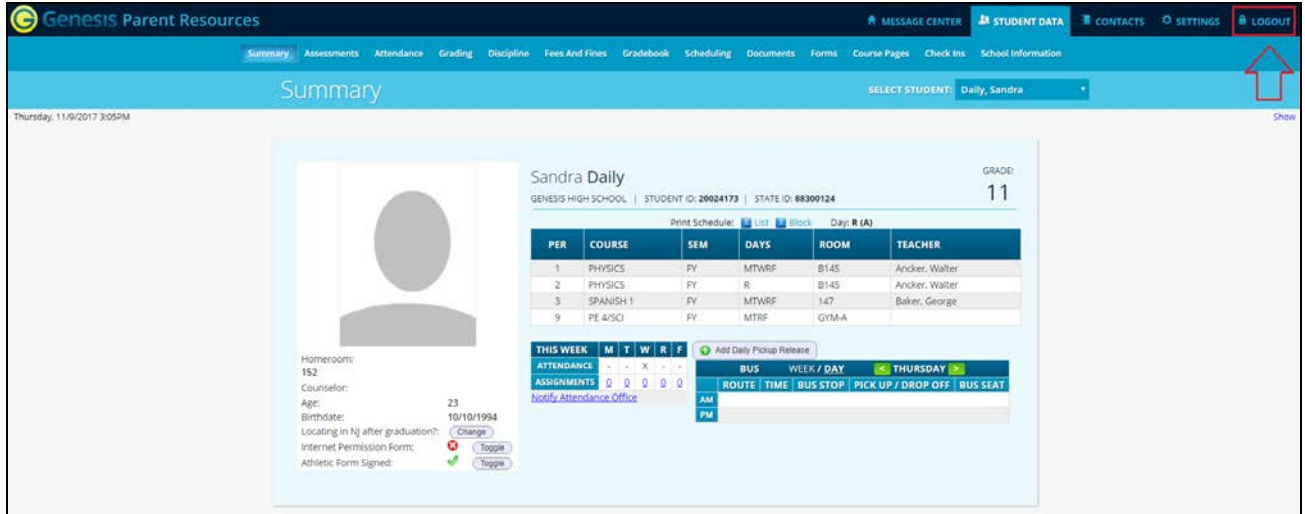
If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

Logging Out

It is important to log out of Genesis Web Access properly:

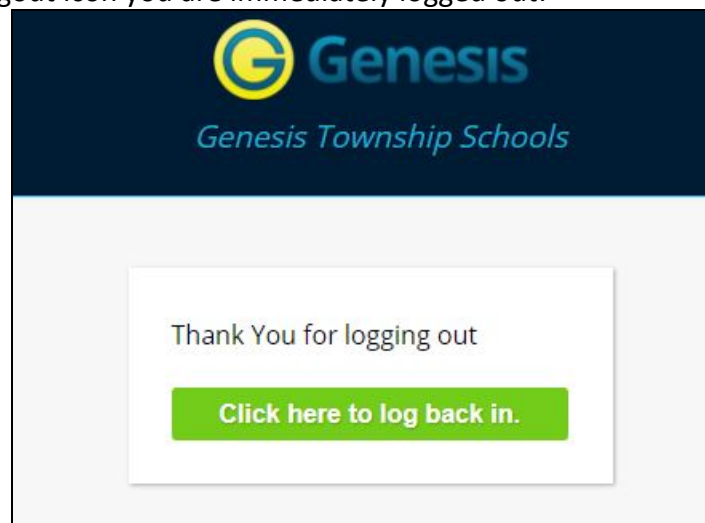
It is important to log out of ***all*** web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:



The screenshot shows the Genesis Parent Resources interface. At the top right, there is a navigation bar with buttons for MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. The LOGOUT button is highlighted with a red box. Below the navigation bar, the page title is 'Summary' and the selected student is 'Daily, Sandra'. The main content area displays student information for Sandra Daily, including her grade (11), student ID (20024173), and state ID (88300124). There is a table of courses and a bus schedule section.

When you click the logout icon you are immediately logged out:



Why log out? Why not just close or “nuke” the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

This applies not only to Genesis, but to every Internet/Web application you use.