MONTGOMERY TOWNSHIP BOARD OF EDUCATION

<u>GENESIS – PARENT/STUDENT ACCESS</u>

Montgomery Township School District (MTSD) maintains this website (www.mtsd.k12.nj.us) for general communications. In addition, MTSD also uses two other methods to deliver personalized electronic communications, Parent/Student Access for general student information and Blackboard Connect for email and phone notifications.

After your child is registered and added to our student information system, you will automatically be enrolled in Blackboard Connect and receive an email with your Parent Access account credentials.

When you receive the Parent Access email, please click on the link provided. You will be asked to change your password making the temporary password unusable in the future. If you forget your new password, you can use the Forgot my Password link next to the login button to reset it.

Prior to accessing any student information you must first COMPLETE ALL THE ONLINE FORMS located in the Forms tab. If you have registered more than one child you will need to select the other child and complete the forms for that student as well. Note; the forms required by each school may vary based on their unique curricular and policy needs.

The information you receive via Parent Access and Student Access comes from **Genesis**, our Student Information System. Parent Access and Student Access are designed to provide users with the ability to:

- View basic student information, schedule, homeroom teacher, bus route
- View Attendance Information
- View assignments and grades from the teacher Gradebook (applicable for grades 5-12)
- Update your contact information (Parent Access accounts only, update regularly)
- View Marking Period Grades and Report Cards

Your Parent Access account will display all the children you have registered in our school district. Student Access accounts are provided to grade levels 5 and up and will only display information for the student owner of the account. The Student Access account is based on their school email address only; no personal email addresses will be used for this purpose. Please email Genesis Support at genesissupport@mtsd.us with any questions or issues you may have with your account.

To view information and instructions regarding Parent Access, please go to our website at www.mtsd.k12.nj.us. Select Parents/Community and then scroll down and choose Genesis Parent Access for supporting documentation. It is VERY important for parents to follow the instructions on our website to keep their contact information up to date so that they receive notifications on a regular basis.