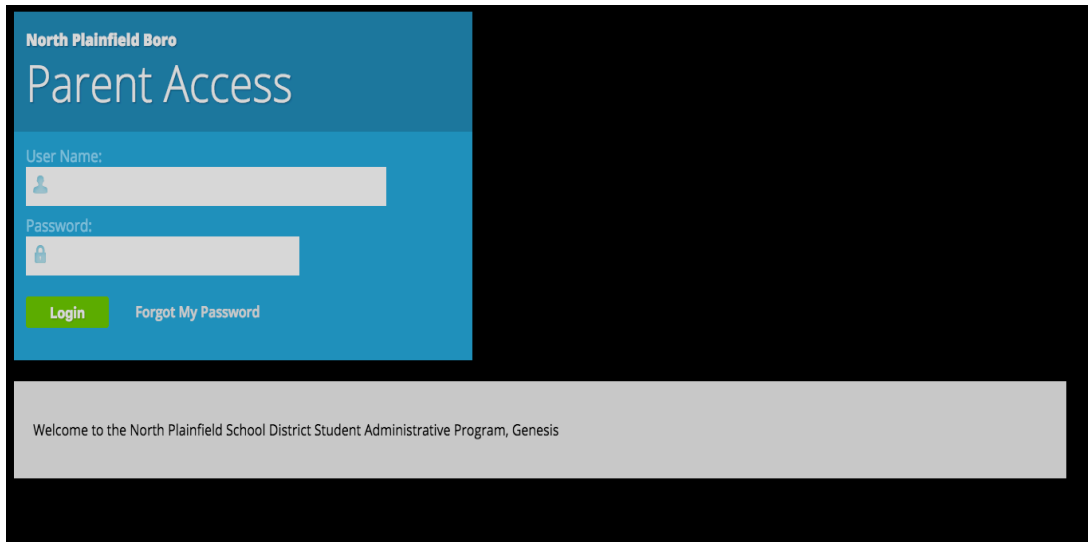


## Parent Access Directions

**Important:** If you do not have a log on to the North Plainfield Parent Portal please complete the online form to create a login. Please allow 24 hours for processing. You will receive an email when the login has been created. Below is the link to fill out the form:

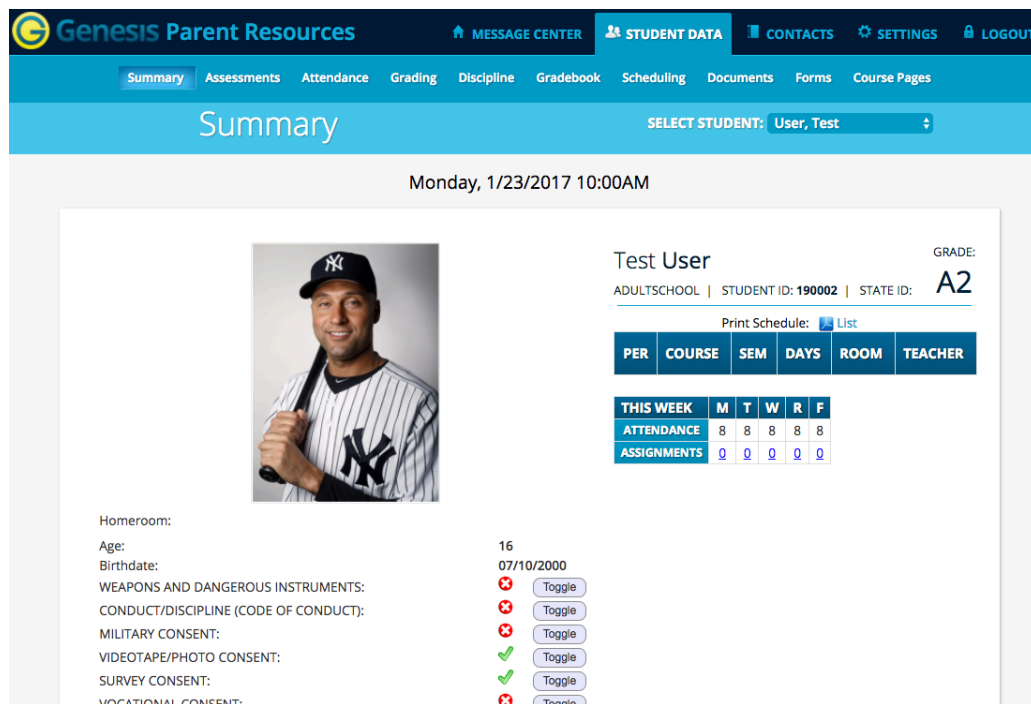
<https://nplainfield.org/apps/forms2/?f=7747>

1. Open a browser and go to **parents.nplainfield.org**. Login to North Plainfield Parent Access.



The screenshot shows the login interface for the North Plainfield Parent Access portal. It features a blue header with the text "North Plainfield Boro" and "Parent Access". Below the header, there are two input fields: "User Name:" and "Password:". The "User Name:" field has a person icon on the left, and the "Password:" field has a lock icon on the left. Below the input fields, there is a green "Login" button and a link for "Forgot My Password". At the bottom of the page, there is a grey banner with the text: "Welcome to the North Plainfield School District Student Administrative Program, Genesis".

2. Once logged in you will see your child's 'Summary Page' which contains a dashboard of information, such as their Schedule, Attendance and Consent Acknowledgements. You can also navigate to the other tabs to access further details regarding your child's **Attendance, Discipline, Grading and Forms**.



The screenshot displays the "Summary" page in the Genesis Parent Resources portal. The page has a blue header with the "Genesis Parent Resources" logo and navigation links for "MESSAGE CENTER", "STUDENT DATA", "CONTACTS", "SETTINGS", and "LOGOUT". Below the header, there are tabs for "Summary", "Assessments", "Attendance", "Grading", "Discipline", "Gradebook", "Scheduling", "Documents", "Forms", and "Course Pages". The "Summary" tab is selected, and the page title is "Summary". A dropdown menu for "SELECT STUDENT:" is set to "User, Test". The page shows the date and time: "Monday, 1/23/2017 10:00AM".

On the left side, there is a profile picture of a man in a New York Yankees baseball uniform. Below the picture, there are several consent categories with status indicators (red X for denied, green checkmark for granted) and "Toggle" buttons:

- Homeroom:
- Age: 16
- Birthdate: 07/10/2000
- WEAPONS AND DANGEROUS INSTRUMENTS:  Toggle
- CONDUCT/DISCIPLINE (CODE OF CONDUCT):  Toggle
- MILITARY CONSENT:  Toggle
- VIDEOTAPE/PHOTO CONSENT:  Toggle
- SURVEY CONSENT:  Toggle
- VOCATIONAL CONSENT:  Toggle

On the right side, there is a section for "Test User" with the following information:

- GRADE: A2
- ADULTSCHOOL | STUDENT ID: 190002 | STATE ID:
- Print Schedule:  List

PER	COURSE	SEM	DAYS	ROOM	TEACHER
THIS WEEK	M	T	W	R	F
ATTENDANCE	8	8	8	8	8
ASSIGNMENTS	0	0	0	0	0

- To view your child's current grades, **report cards** or **progress reports** click on the grading tab. Once selected you will see a snapshot of the current report card. To download or view completed or past report cards or progress reports choose the **"Available Report Card"** tab.

Please click here to view the MP1 form for [REDACTED]

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	MP3	ME	IR1	IR2	IR3	IR4	ATT.	EARNED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Comments Legend**

01 Excellent Student	07 Produces good quality work	10 Oral participation is good	12 Shows a positive attitude
18 Tardies and absences affect grades	22 Needs to improve quiz and/or test scores	29 Is cooperative and courteous	44 Needs to arrange extra help
47 Needs to be productive in class	77A In danger of failing marking period	74 Progress is satisfactory	78 Student is regularly prepared for

To access the **Consent Acknowledgements**, click the **"Forms"** tab at the top of the screen. You can view the consent acknowledgments in English or Spanish.

Forms Library

Today is 1/23/2017

These are the online forms that are available for **Test**.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. <a href="#">CONSENT REQUEST</a>	9/29/2016	darrell_taylor@nplainfield.org			Test
2. <a href="#">CONSENT REQUEST (SPANISH)</a>	Not Yet Submitted				Test

- Read over the **Parent/Guardian Acknowledgements** and **check the box to the right to agree to the consent**. At the bottom of the page, we will ask you to digitally sign the consent acknowledgement and submit the form.

QUESTION	ANSWER
<b>INSTRUCTIONS FOR PARENTS/GUARDIANS</b>	
Check the box at the end of each section to confirm that you have read the provided information. Please be sure to check the box and type your name in the final parent/guardian acknowledgement section at the end of this form. <b>By not checking the box, you DO NOT GRANT permission.</b>	
<b>IMPORTANT LINKS</b>	
<a href="#">Update Honeywell Instant Alert System</a> <a href="#">Honeywell Parent Instructions</a> <a href="#">Honeywell Frequently Asked Questions</a> <a href="#">Update Contacts</a>	
<b>DISMISSAL CONSENT (For Preschool through Grade 4 students)</b>	
<p>Our top priority as educators in the North Plainfield School System working with your child(ren) has always been and will remain the safety and well-being of each and every child. To this end, we kindly ask that you please complete the bottom portion of this letter in order for the school to gather information related to dismissal. This form applies to early dismissal, emergency closing, and regular dismissal school days.</p> <p>North Plainfield Board of Education Policy 5142 that references supervision of non-bused students at dismissal. Please take some time to review the policy.</p> <p>As noted in the policy, students in grades pre-K through grade 4 are to be escorted by family members or friends as designated by you. Each individual listed must be an adult over the age of eighteen. Individuals over the age of 18 who are authorized to pick up your children must be listed in the Parent/Guardian Consent Form in the Genesis Parent Portal. If you are granting permission for your child(ren) to leave school grounds without an adult escort, please check the appropriate box below.</p> <p>Thank you for your anticipated cooperation and support to this matter. If you should have any questions, please contact the principal of your home school.</p> <p><b>By checking the box to the right is my agreement to grant permission for my child to be dismissed from school <i>without</i> being accompanied by an adult. I understand by checking this box, I grant permission for my son/daughter to walk home from school on his/her own or with a group of friends.</b></p> <p style="text-align: right;"><b>By not checking the box, you DO NOT GRANT permission.</b></p>	
	<input type="checkbox"/>

- Upon completion, this form is locked. Any changes must be emailed to Karen Smith at [jessica\\_townley@nplainfield.org](mailto:jessica_townley@nplainfield.org)
- If you wish to receive an email message when your child's records are updated, navigate to the **Message Center** at the top of the screen, and then **Message Alert Setup**. From there, you can check the boxes from which you would like to receive alerts.

- Letters:**  
Receive an alert any time your student receives a letter from the school.
- Attendance:**  
Receive an alert when your student is given an absence to school.
- Gradebook Grades:**  
Receive an alert when one of your students grades are updated in a teachers gradebook.
- Messages:**  
Receive an alert any time school staff sends a Message to your Message Center. Includes new Documents, Forms, or Conference notifications.
- Discipline Incidents:**  
Receive an alert any time your child is involved in a discipline incident.
- Course Posts:**  
Receive an alert any time there is a new course post for one of a student's classes.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES	DISCIPLINE INCIDENTS	COURSE POSTS
Email to [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email to [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Save Alert Preferences</b>						

- To update **Contact** information, go to the very top of the screen and choose “CONTACTS” to update, add or edit contact information as needed.

The screenshot shows the 'CONTACTS' page in the Genesis Parent Resources system. At the top, there is a navigation bar with 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', 'SETTINGS', and 'LOGOUT'. Below the navigation bar, there is a green 'Save All Changes' button and a message box that says 'Please Update your child's information.' The main content area is titled 'Contacts for Test User' and contains three contact entries:

- TEST USER STUDENT**: Home Email: darrell\_taylor@nplainfield.org. Add Phone/Email: Home Email. Save All Changes.
- MR. DARRELL TAYLOR GUARDIAN 1 FATHER**: No phone number or email addresses on file. Add Phone/Email: Home Email. Save All Changes.
- CHARLIE ROWAN BROTHER, STEP OPTIONS**: No phone number or email addresses on file. Add Phone/Email: Home Email. Save All Changes.

At the bottom of the contact list, there is a green 'Add Contact for Test' button.

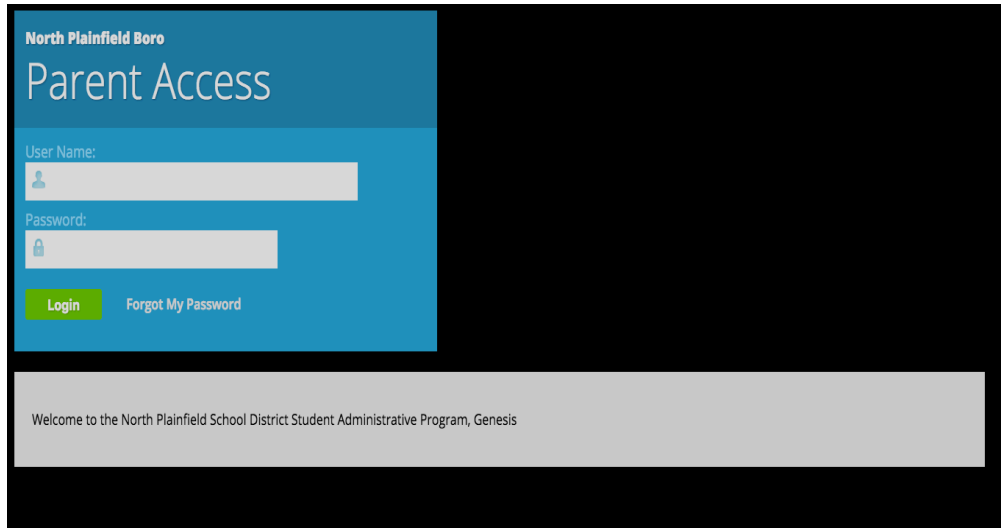
The full Genesis Parent Portal Manual can be accessed at [www.nplainfield.org](http://www.nplainfield.org) on the **Parents and Community** tab.

## Instrucciones de acceso para los padres

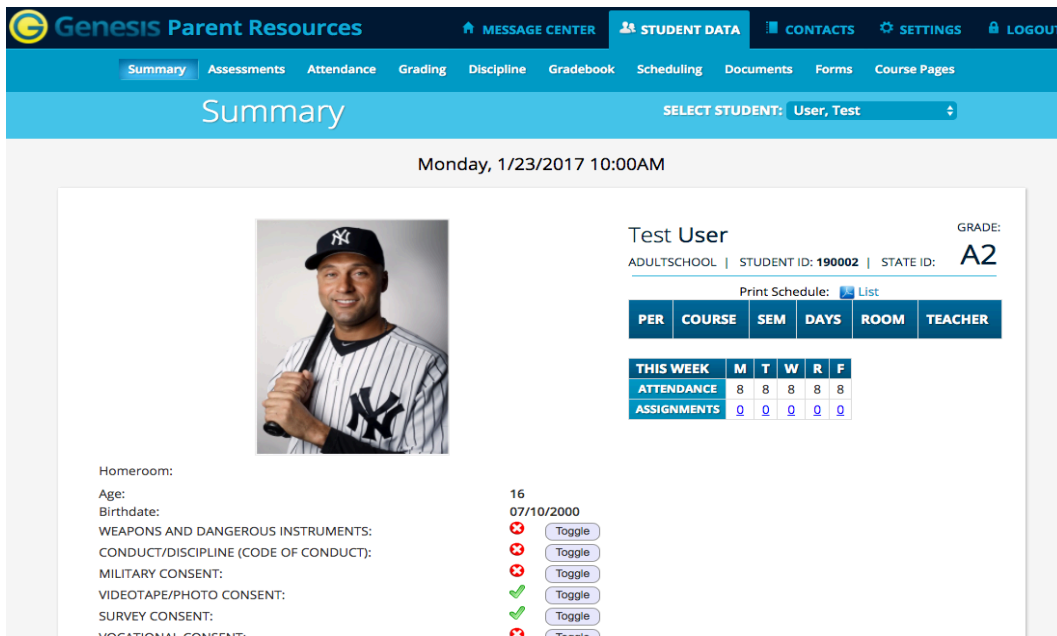
**Importante:** Antes de conectarse al portal de North Plainfield, por favor complete el formulario electrónico para crear un nombre de usuario, y luego conecte su hijo a la cuenta. Abajo está el enlace para llenar el formulario:

<http://www.nplainfield.org/Domain/10>

1. Abra el motor de búsqueda y vaya (escriba) **parents.nplainfield.org**. Ponga su información de usuario para acceder al Portal de Padres de North Plainfield.



2. Una vez conectado(a), usted verá la página que resume información acerca de su hijo, al igual que múltiples secciones tituladas en la parte de arriba de la pantalla. La primera página contiene un panel de información, como su horario, asistencia, y formularios de consentimiento. También puede navegar a otras secciones para obtener más detalles acerca de la asistencia, disciplina, notas o reporte de calificaciones de su hijo(a).



Monday, 1/23/2017 10:00AM

Test User GRADE: A2  
ADULTSCHOOL | STUDENT ID: 190002 | STATE ID:

Print Schedule: List

PER	COURSE	SEM	DAYS	ROOM	TEACHER
THIS WEEK	M	T	W	R	F
ATTENDANCE	8	8	8	8	8
ASSIGNMENTS	0	0	0	0	0

Homeroom: 16  
Age: 07/10/2000  
WEAPONS AND DANGEROUS INSTRUMENTS:  Toggle  
CONDUCT/DISCIPLINE (CODE OF CONDUCT):  Toggle  
MILITARY CONSENT:  Toggle  
VIDEOTAPE/PHOTO CONSENT:  Toggle  
SURVEY CONSENT:  Toggle  
VOCATIONAL CONSENT:  Toggle

- Para ver las calificaciones actuales de su hijo, boletas de calificaciones o informes de progreso, haga clic en la pestaña de calificación. Una vez seleccionado, verá una instantánea de la tarjeta de calificaciones actual. Para descargar o ver los boletines completos o pasados o los informes de progreso, seleccione la pestaña "Available Report Card tab".

Please click here to view the MP1 form for [REDACTED]

COURSE	SEM	SCHOOL	TEACHER	MP1	MP2	MP3	ME	IR1	IR2	IR3	IR4	ATT.	EARNED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Comments Legend**

01 Excellent Student	07 Produces good quality work	10 Oral participation is good	12 Shows a positive attitude
18 Tardies and absences affect grades	22 Needs to improve quiz and/or test scores	29 Is cooperative and courteous	44 Needs to arrange extra help
47 Needs to be productive in class	72A In danger of failing marking period	74 Progress is satisfactory	78 Student is regularly prepared for

Para acceder a los Agradecimientos de Consentimiento, haga clic en la pestaña "Formularios" en la parte superior de la pantalla. Puede ver los reconocimientos de consentimiento en inglés o español.

Forms Library

Today is 1/23/2017

These are the online forms that are available for **Test**.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. CONSENT REQUEST	9/29/2016	darrell_taylor@nplainfield.org			Test
2. CONSENT REQUEST (SPANISH)	Not Yet Submitted				Test

- Para acceder a los *formularios de consentimiento*, haga click en la sección etiquetada "formularios" en la parte de arriba de la pantalla. Lea el formulario "Parent/Guardian Acknowledgements" y marque al lado derecho para indicar que

está de acuerdo con lo que leyó. En la parte de abajo de la página, le pediremos que firme electrónicamente el formulario y lo envíe.

QUESTION	ANSWER
<b>INSTRUCTIONS FOR PARENTS/GUARDIANS</b>	
Check the box at the end of each section to confirm that you have read the provided information. Please be sure to check the box and type your name in the final parent/guardian acknowledgement section at the end of this form. <b>By not checking the box, you DO NOT GRANT permission.</b>	
<b>IMPORTANT LINKS</b>	
<a href="#">Update Honeywell Instant Alert System</a> <a href="#">Honeywell Parent Instructions</a> <a href="#">Honeywell Frequently Asked Questions</a> <a href="#">Update Contacts</a>	
<b>DISMISSAL CONSENT (For Preschool through Grade 4 students)</b>	
Our top priority as educators in the North Plainfield School System working with your child(ren) has always been and will remain the safety and well-being of each and every child. To this end, we kindly ask that you please complete the bottom portion of this letter in order for the school to gather information related to dismissal. This form applies to early dismissal, emergency closing and regular dismissal school days.	
North Plainfield Board of Education Policy 5142 that references supervision of non-bused students at dismissal. Please take some time to review the policy.	
As noted in the policy, students in grades pre-K through grade 4 are to be escorted by family members or friends as designated by you. Each individual listed must be an adult over the age of eighteen. Individuals over the age of 18 who are authorized to pick up your children must be listed in the Parent/Guardian Consent Form in the Genesis Parent Portal. If you are granting permission for your child(ren) to leave school grounds without an adult escort, please check the appropriate box below.	
Thank you for your anticipated cooperation and support to this matter. If you should have any questions, please contact the principal of your home school.	
<p><b>By checking the box to the right is my agreement to grant permission for my child to be dismissed from school <i>without</i> being accompanied by an adult. I understand by checking this box, I grant permission for my son/daughter to walk home from school on his/her own or with a group of friends.</b></p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: center;"><b>By not checking the box, you DO NOT GRANT permission.</b></p>	

- Después de completarlo, el formulario se cierra y se bloquea. Cualquier cambio que desee hacer tiene que ser enviado a [jessica\\_townley@nplainfield.org](mailto:jessica_townley@nplainfield.org)
- Si usted desea recibir un correo electrónico mensaje cuando su hijo los registros se actualizan, desplácese hasta el centro de mensajes en la parte superior de la pantalla y luego configuración de alerta de mensaje. Desde allí, usted puede comprobar las cajas desde el que desea recibir alertas.

- **Letters:**  
Receive an alert any time your student receives a letter from the school.
- **Attendance:**  
Receive an alert when your student is given an absence to school.
- **Gradebook Grades:**  
Receive an alert when one of your students grades are updated in a teachers gradebook.
- **Messages:**  
Receive an alert any time school staff sends a Message to your Message Center. Includes new Documents, Forms, or Conference notifications.
- **Discipline Incidents:**  
Receive an alert any time your child is involved in a discipline incident.
- **Course Posts:**  
Receive an alert any time there is a new course post for one of a student's classes.

	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES	DISCIPLINE INCIDENTS	COURSE POSTS
Email to [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email to [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Save Alert Preferences</b>						

7. Para actualizar su información de **Contacto**, vaya a la parte de arriba de la pantalla y escoja “CONTACTS” para actualizar, anadir, o cambiar la información necesaria.

The screenshot shows the 'CONTACTS' page in the Genesis Parent Resources system. At the top, there is a navigation bar with 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', 'SETTINGS', and 'LOGOUT'. Below the navigation bar, there is a green 'Save All Changes' button and a message box that says 'Please Update your child's information.' The main content area is titled 'Contacts for Test User' and contains three contact entries:

- TEST USER STUDENT**: Home Email: darrell\_taylor@nplainfield.org. Add Phone/Email: Home Email. Save All Changes.
- MR. DARRELL TAYLOR GUARDIAN 1 FATHER**: No phone number or email addresses on file. Add Phone/Email: Home Email. Save All Changes.
- CHARLIE ROWAN BROTHER, STEP OPTIONS**: No phone number or email addresses on file. Add Phone/Email: Home Email. Save All Changes.

At the bottom of the contact list, there is a green button labeled 'Add Contact for Test'.

El Manual completo del Portal de Padres de Genesis puede ser accesado en [www.nplainfield.org](http://www.nplainfield.org) en la sección etiquetada Padres y Comunidad.