

Setting up Alerts in Parent Access

Login to your **Genesis Parent Access Account**. Your User Name is the email account you provided.



Once you have logged in, click on the **Settings Tab** in the sidebar menu on the left side of the screen. Then click on the **Email Alerts tab**. You will have the option to receive email/text alerts regarding attendance, letters, discipline, etc. for each of your students, and you can edit these settings for each contact.

Alert Setup

Wiley Coyote

Email to SmileyC@email.com

- Letters
- Attendance
- Gradebook
- Messages
- Discipline
- Course Posts

Diana Ross

Email to Wcoyot@email.com

- Letters
- Attendance
- Gradebook
- Messages
- Discipline
- Course Posts

Save Alert Preferences

Help

Remember to click the **Save Alert Preferences** at the bottom of the page.

Save Alert Preferences