Information Technology

Genesis Student Access Portal: Quick Start Guide

Getting Started

Access the Portal:

- Visit the Genesis Parent Access Portal **here.**
- Enter your registered email and password.

First-Time Users:

- Your login credentials are provided by your school upon registration.
- If you haven't received them, contact your school's main office.

Dashboard Overview

Upon logging in, you'll see the Student Dashboard, which includes:

- **Student Information:** Name, ID, grade, and current class.
- **Schedule:** Daily class schedule with current class highlighted.

Navigating the Portal

Use the top navigation menu to access different sections:

Grading

- Check current grades and history
- View Report Cards and Unofficial Transcript

Gradebook

- Check assignment scores and overall grades.
- View teacher comments and feedback.

Forms

- Complete and submit required school forms electronically.

Settings

- Change your password.
- Set notification preferences.

Mobile Access

The **Genesis Parent Portal is mobile-friendly**. Access it via your smartphone or tablet browser for on-the-go updates.

Need Help?

- **Forgot Password**: Use the "Forgot My Password" link on the login page.
- **Trouble logging in?** Ensure that you are not on a **VPN**, if you are, please disable it and try to login again.
- **Technical or Account Access Issues:** Contact the district IT Team by emailing helpdesk@mlschools.org.