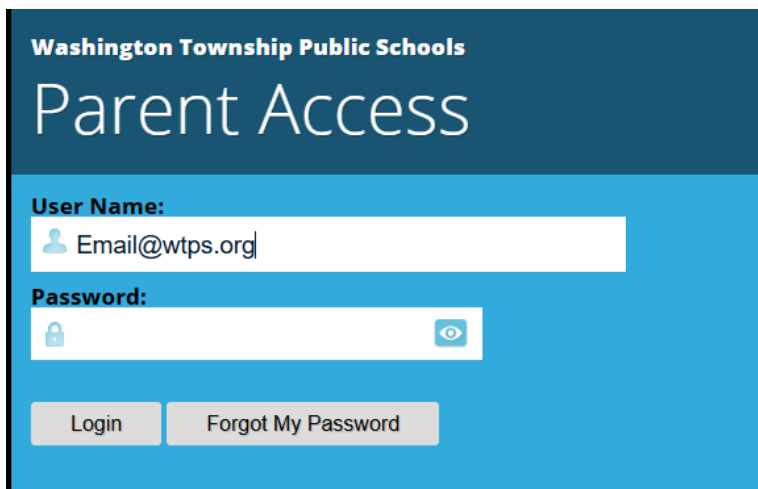


Genesis Parent Guide

Logging in to Genesis Parent Portal

- Go to the [Parent Portal](#).
- Enter your full email address in the “**Username**” field.
- Enter your password in the “**Password**” field.
- Click on the “**Login**” button.



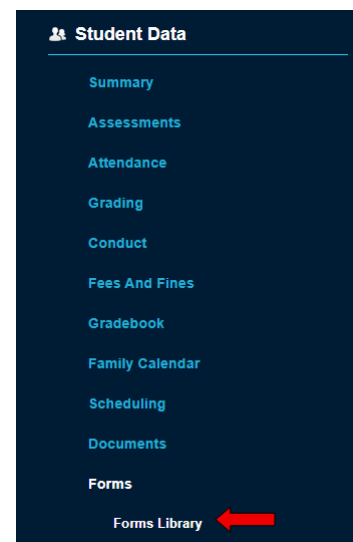
The screenshot shows the login interface for Washington Township Public Schools. At the top, it says "Washington Township Public Schools" and "Parent Access". Below this, there are two input fields: "User Name:" with a placeholder "Email@wtps.org" and "Password:". The password field has a lock icon and a toggle eye icon. At the bottom, there are two buttons: "Login" and "Forgot My Password".

User ID/Password Issues

- If you do not remember your password, you do not need to contact the school/Central office to reset your password. Simply click the “**Forgot My Password**” button. Follow the prompts to reset your password.
- Your user ID is the email address you provided to the district. Please be sure to use the full email address. This is the same email address that receives all district communications.

Forms

The Forms Library will display forms that are assigned to your student. The Annual Information Update forms are required. Failure to complete these forms will prevent access to the portal. You will not be able to see your child's schedule/teacher until these forms are completed.

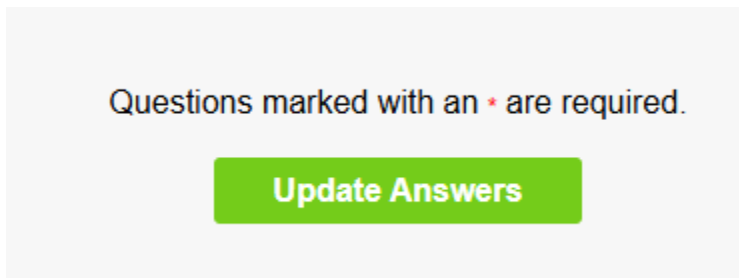


Completing Forms

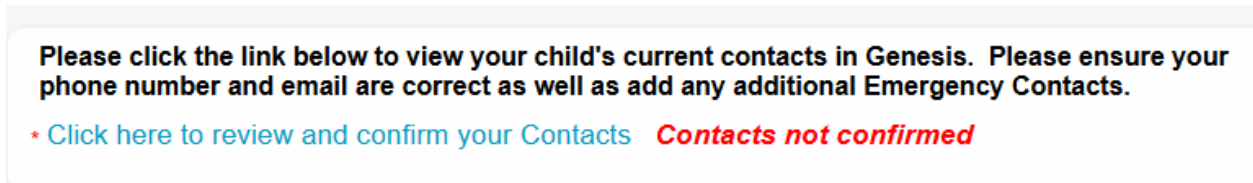
Forms that need to be filled out will display under the “**Form Library**”. They will be highlighted in red and are marked “Not Yet Submitted”.

A screenshot of a form library entry. It features a red header bar with the text "1. Annual Information Update 2025-26" in blue. Below this, the status "Submitted: ❌ Not Yet Submitted" is shown in black. On the right side, the text "Required for Access" is displayed in a smaller, italicized font.

To fill out the forms, simply click on the name of the form and answer each question accordingly. Be sure to click on the “**Update Answers**” so that your answers are recorded.

A screenshot of a form section. It contains a light gray box with the text "Questions marked with an * are required." in blue. Below this text is a green button with the text "Update Answers" in white.

You will be required to review and confirm your contacts on the Annual Information Update form. Click on the link to review your contact information. You will also be able to edit/add contact information. (See **Contacts** section below).

A screenshot of a form section. It features a light gray box with the text "Please click the link below to view your child's current contacts in Genesis. Please ensure your phone number and email are correct as well as add any additional Emergency Contacts." in black. Below this text is a blue link that says "* Click here to review and confirm your Contacts" followed by the text "Contacts not confirmed" in red.

*Please note: If you have more than one child, you must complete the forms for EACH CHILD. The forms will display on one screen for each child. You must click the name of the form under each child to complete the form.

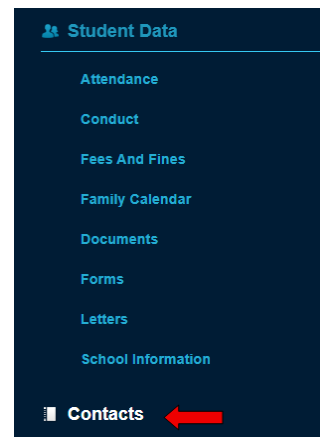
Switching Students

The forms page will show forms for all students. Most pages will only show information for one student at a time. You will need to switch students to see specific information for each student.

To switch students, click on the student name on the blue bar in the upper right corner. A drop down menu will appear with the names of your other students. Click on the name of the student you want to view.

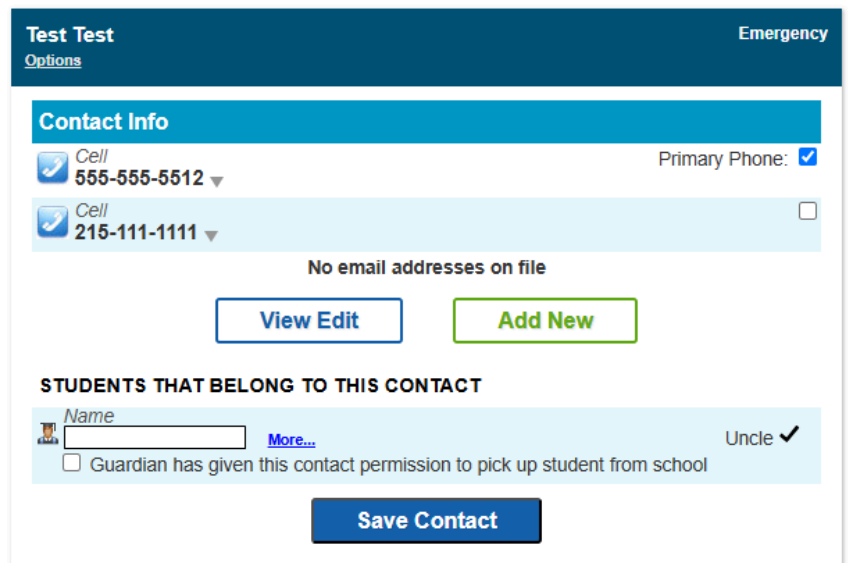
Contacts

The contact page will show the contact information for the parents/guardians of the student. It will also show the emergency contacts you provided for your student. You will have the opportunity to make changes to this information during the Annual Information Update period over the summer, however, if changes need to be made during the school year you can make the changes in the parent portal.



Viewing/Editing Existing Contacts

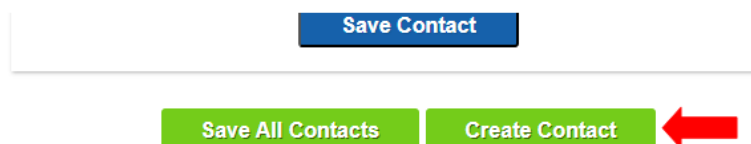
Click on “Contacts” to view the contact information that we currently have on file. Each contact will be displayed in their own “contact card”. If you need to change the information shown, click on the “View Edit” button. To add a new phone number or email address, click on the “Add New” button. Be sure to click the “Save Contact” button after you complete your changes. You can also give permission for the contact to pick up your child from school by checking the box next to the permission statement.

A screenshot of a contact card for 'Test Test'. The card has a blue header with 'Test Test' and 'Options' on the left, and 'Emergency' on the right. Below the header is a 'Contact Info' section with two phone numbers: 'Cell 555-555-5512' and 'Cell 215-111-1111'. There is a 'Primary Phone' checkbox checked next to the first number. Below the phone numbers is a section titled 'STUDENTS THAT BELONG TO THIS CONTACT' with a 'Name' field and a 'More...' link. There is a checkbox for 'Guardian has given this contact permission to pick up student from school' and a checked checkbox for 'Uncle'. At the bottom is a 'Save Contact' button.

Adding a Contact

To add a contact in the Genesis Parent Portal:

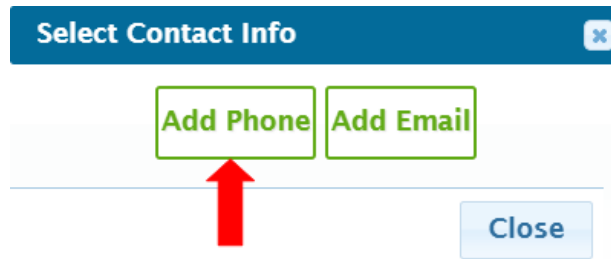
- Scroll down to the bottom of the page and click “Create Contact”.

A screenshot of the bottom of the page showing two buttons: 'Save All Contacts' and 'Create Contact'. The 'Create Contact' button is highlighted with a red arrow pointing to it.

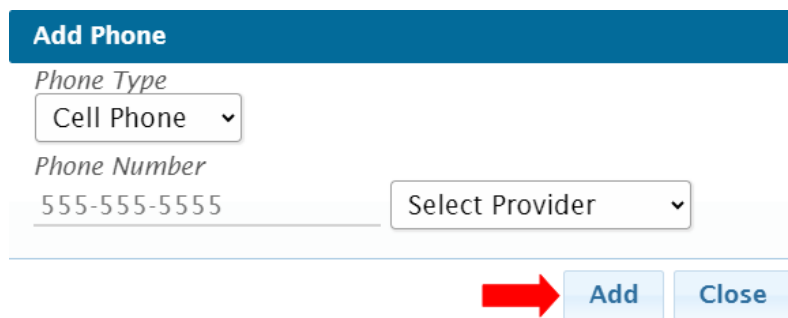
- A pop-up window will appear. Enter the following information for the person you would like to add:
 - First and last name
 - Relationship to Student
 - Choose the Emergency Contact # for that person
 - Indicate if you give this person permission to pick up your student
 - Check the name of student(s) this contact applies to
 - Click “Add Contact”

- You will be redirected to your contact list. Scroll to find the contact person you added and click on “Add New” to add their phone number.

- A pop up will appear with the option to add a phone number or an email address. Click on “Add Phone”.



- Enter the phone type and phone number and click “Add”.



- You will once again be directed to your contact list. Click “Save All Contact” at the bottom of the screen.

