

## Genesis Parent Access Information

**PARENT PORTAL WILL OPEN THE SECOND WEEK OF SEPTEMBER (DATE TBD)**  
**YOU WILL NOT HAVE ACCESS PRIOR TO THIS.**

- Only NEW ACCOUNTS will receive a new logon
- All other accounts will be sent an email indicating that the portal is open

Please click on 'Forgot Password' before contacting the school. You will receive an email with a new password. An account will be locked out (for security reasons) after 5 unsuccessful attempts. If the account is locked out, contact Mrs. Geltzeiler - [kgeltzeiler@holycrossrumson.org](mailto:kgeltzeiler@holycrossrumson.org). Once the account is unlocked, an email from the Diocese with new credentials will be sent within a day or two.

### **Parent Access will be open for all grades:**

All schools in the Diocese of Trenton use an electronic Student Information system which includes student data information, attendance, and grade reporting. During the school year parents with students in grades 3-8 will have access to all these items. Parents with students in grades K - 2 will only be able to view student contact information, attendance and the report card.

Please be sure to contact the school office if there are any changes to contact information.

**\*There is one account per family – unless the parents live separately**

### **Please note:**

- Parent Access will close on November 22 for Trimester 1 report card processing. It will re-open on December 6 after 3:00 pm.
- Parent Access will close on March 6 for Trimester 2 report card processing. It will re-open on March 13 after 3:00 pm.
- Parent Access will close around May 29 for Trimester 3 report card processing. It will re-open on June 12 after 3:00 pm (Please be sure to print a copy of the final report card for your records)

### **PAPERLESS REPORT CARDS**

- All report cards are now available electronically. Parent Portal will close when the Trimester closes and will re-open after report cards are processed.
- Parents of children in all grades will be able to access their child's report card when it becomes available. Paperless reporting is ecologically friendly, saves time and money.