

HO-HO-KUS PUBLIC SCHOOL

GENESIS PARENT PORTAL USER GUIDE

The Ho-Ho-Kus Public School Genesis Parent Portal is a safe, secure way to view your child's school records. You will have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your child(ren)
- Course schedule for the current school year
- Marking Period, Exam and Final Grades
- Report Card(s)
- Daily attendance record
- Teacher Gradebook assignments and assignment grades

Please be aware that you may not see every screen for every one of your children (if you have more than one child in the school district).

The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to your child.

BASIC INSTRUCTIONS:

- Go to the website <http://parents.genesisedu.com/hohokus>
- Enter the username (email address) and password supplied in the Welcome Email
- The very first time you login you will be required to change your password. Please remember to keep it in a secure place.
- If you forget your password, you must contact techsupport@hohokus.org. You will be given a new randomly generated password. The new password will be mailed to your email account. The first time you login with your new password, you will be required to change it.
- It is important to log out of the Genesis Parent Portal properly. Make sure to click the Logout button in the upper-right corner of your screen. When you click the Logout button you are immediately logged out. If you close your browser without logging out, your session will remain open on the Genesis servers. This creates a security hole that only you can close. It is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

Please direct any questions to the Ho-Ho-Kus Technical Support Department techsupport@hohokus.org or 201-652-0702.