

Login Instructions for Genesis Parent Access

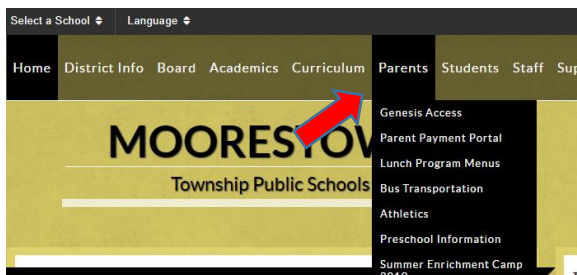
After you meet with the District Registrar to finalize your student's registration, a Parent Access Account for Genesis, our Student Information System, will be created. You will receive an email with your login information.

On Genesis you can view your student's

- Grades
- Report Cards
- Attendance Record
- Teacher Schedule
- Contact Information for your student
- Documents and Letters that have been uploaded for your student
- Online Forms
- Discipline Records
- Student ID #
- Lunch Pin #
- Transportation Bus Route

To access Genesis, use your web browser to go to www.mtps.com.

Once on the District website, go to the Parents tab on the top horizontal menu. Then click on Genesis Access.



Once in Genesis, you will be brought to the login screen.

- User Name: (your email address)
- Password: (your initial password is randomly generated for one time use, which was supplied in the email that was sent to you.)

The system will prompt you to change your password the first time you login. On the new screen, enter your randomly generated password *again* under current password, then change the password to something at least 5 characters long that you will remember.

If you have any issues logging in, email genesishelp@mtps.com or call 856-779-6600 ext. 18252. You should receive a response within two business days. We recommend you bookmark or place in favorites, the Genesis Parent Access address. This will allow you to go directly to Genesis without having to navigate the MTPS website.

If you have any questions regarding grades or assignments, ask your student first before contacting the teacher for more information. For questions regarding attendance or discipline, contact your student's school.

IT Department

Moorestown Township Public Schools