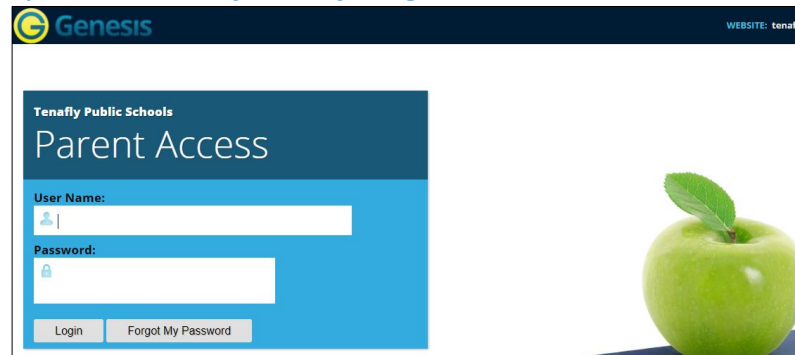




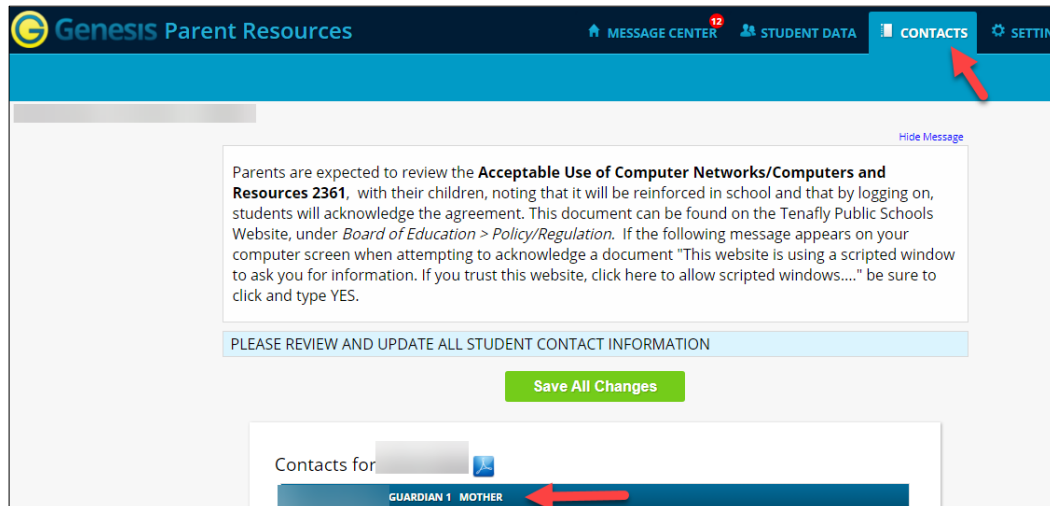
Genesis – A Guardian’s Guide to Updating Your Student’s Contact Information

Updating home/cell phone and email information

- 1) Log on to Genesis (<https://parents.tenafly.k12.nj.us/genesis>)



- 2) Click on Contacts



- 3) Update the cell phone, email, and home phone and/or add additional contact information for each contact as necessary.



PLEASE REVIEW AND UPDATE ALL STUDENT CONTACT INFORMATION

[Save All Changes](#)

Contacts for [Student Name]

GUARDIAN 1 MOTHER

Cell Phone: [] x [] *Unknown Provider Primary Phone

Home Email: [] a@yahoo.com

Add Phone/Email: Home Email [] [Save All Changes](#)

EMERGENCY 1 FRIEND

Cell Phone: [] x [] *Unknown Provider Primary Phone

Add Phone/Email: Home Email [] [Save All Changes](#)

FATHER

Cell Phone: [] x [] Select Provider Primary Phone

Home Email: [] @yahoo.com

Add Phone/Email: Home Email [] [Save All Changes](#)

DOCTOR

Home Phone: [] x [] Primary Phone

Add Phone/Email: Home Email [] [Save All Changes](#)

[Add Contact for \[\]](#)

Note: **Only** Guardian 1 contact information is shared with the Alert/Notification and other symptoms.

- 4) Click Save All Changes
- 5) Logout

Genesis Parent Resources

MESSAGE CENTER 12 STUDENT DATA CONTACTS SETTINGS LOGOUT

Wednesday, 10/13/2021 12:41PM

Hide Message

Parents are expected to review the **Acceptable Use of Computer Networks/Computers and Resources 2361**, with their children, noting that it will be reinforced in school and that by logging on, students will acknowledge the agreement. This document can be found on the Tenafly Public Schools Website, under *Board of Education > Policy/Regulation*. If the following message appears on your computer screen when attempting to acknowledge a document "This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows..." be sure to click and type YES.

PLEASE REVIEW AND UPDATE ALL STUDENT CONTACT INFORMATION

[Save All Changes](#)