

Introduction to Genesis:

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. You have access to the following information: your child's contact information (email, phone numbers, and emergency contacts), marking period and final grades, report cards, daily attendance records, assignments and assignment grades, and your child or children's schedule for the current school year.

Logging In:

Your email address must be linked to your child's Genesis records. If your email address has changed, please contact the office to be connected. An email containing your password will then be sent welcoming you to the Parent Portal. If your email is the same you can use the same username and password.

Logging into Genesis is very simple:

1. Please copy and paste the following address into your web browser to access the Parent Portal <http://parents.rpsd.org>
2. Enter your Email Address in the 'Username' field
3. Enter your password in the 'Password' field.
4. Click the 'Login' button

Logging In for the First Time:

The very first time you login you will be required to change your password.

What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link.

***At the start of each school year you will be asked to complete all electronic forms and documents before you can gain full access to the parent portal. Once you log in you will be in the "Forms Library" under "Forms" tab. Complete both the Medical Information Verification and Military Connection forms. Next click on "Documents" tab at top of page. Complete all four documents: Internet and Device Acceptable Use, Handbook, Contact Verification and District Policies.**

*****Switching from English to Spanish There is a button [Cambiar el idioma a español](#) at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change Language to English](#). Click this to return to English.**