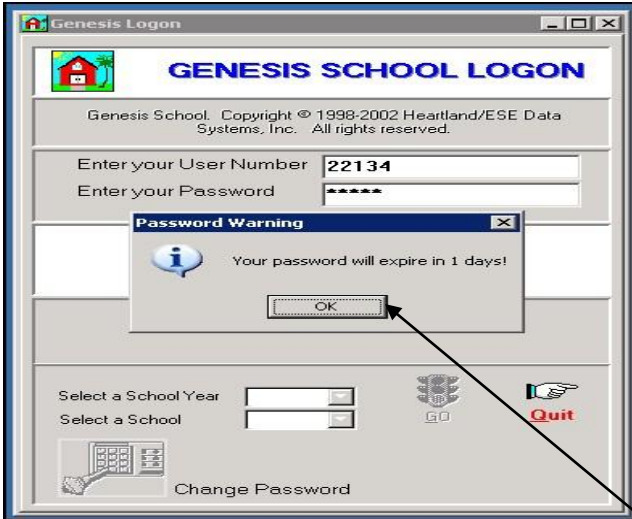
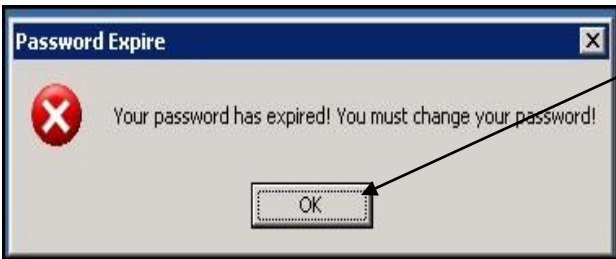
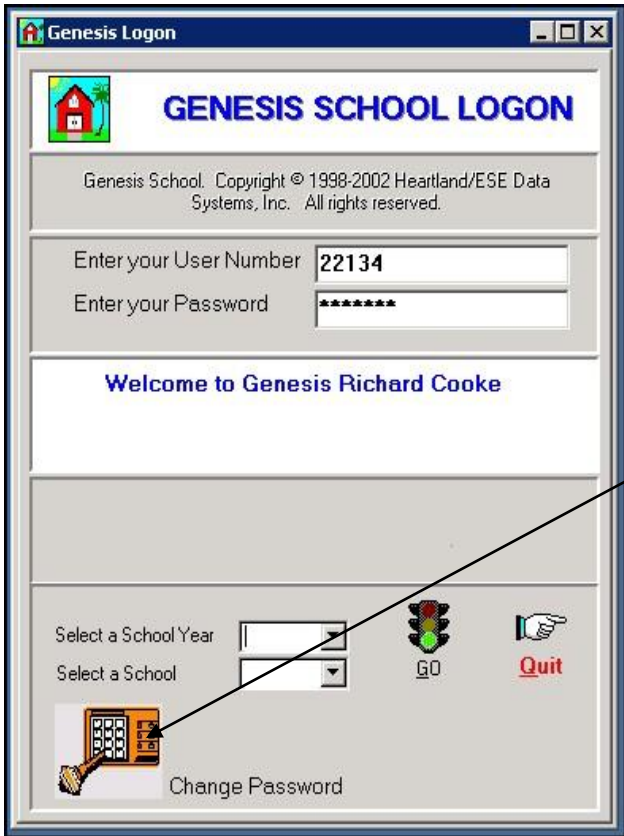
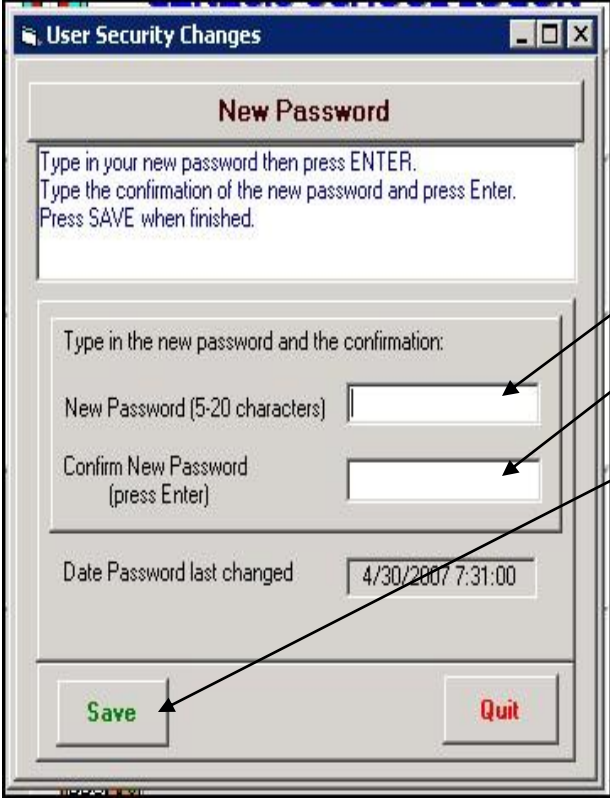
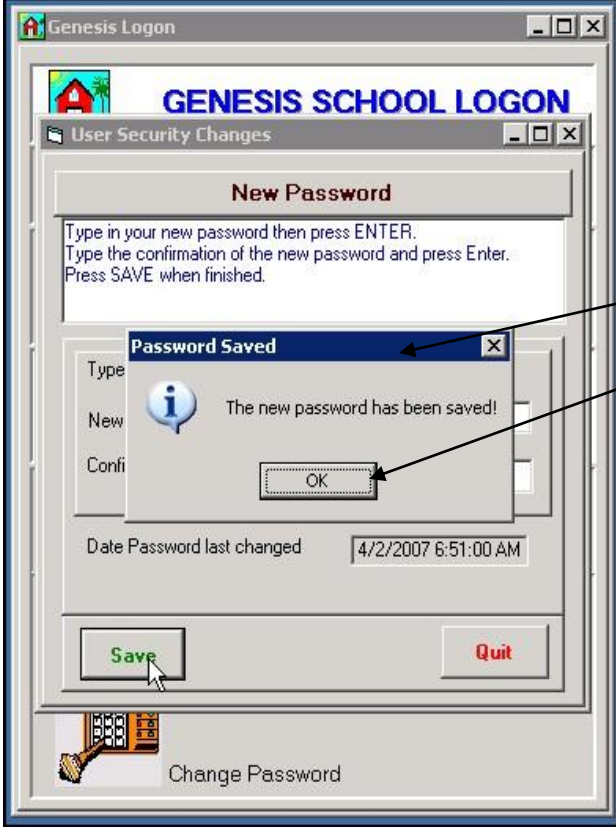


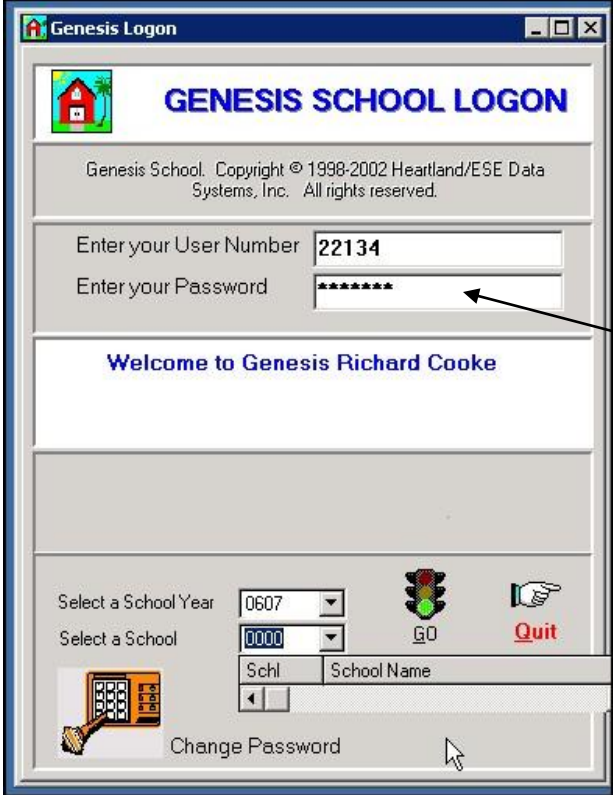
Genesis – Password Reset

Steps	Screen Displayed	Procedures
1	 	<p><u>There are three reasons why your Genesis password would need to be reset.</u></p> <ol style="list-style-type: none"> 1. You receive a notice that your password will expire in “X” days. 2. You want to change your password for ANY reason. 3. The HELP DESK reset your password so you could create a new password. <p style="text-align: center;">IN ANY CASE, DO THE FOLLOWING:</p> <p style="text-align: center;"><i>Click OK button</i></p>
2		<p style="text-align: center;"><i>Click Change Password icon</i></p>

Genesis – Password Reset

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none">Type NEW PASSWORD in boxType NEW PASSWORD in box againClick Save button
4		<ul style="list-style-type: none">Message box appearsClick OK button

Genesis – Password Reset

Steps	Screen Displayed	Procedures
5		<p>After you checked the OK button in the previous step, the Genesis School Login window appears.</p> <p>IMPORTANT!</p> <p>Your new password is already entered in the password box.</p> <p>DO NOT CHANGE THIS ENTRY!</p> <ul style="list-style-type: none">• <i>Select School Year</i> drop-down• <i>Select School</i> drop-down• <i>Press ENTER</i>