
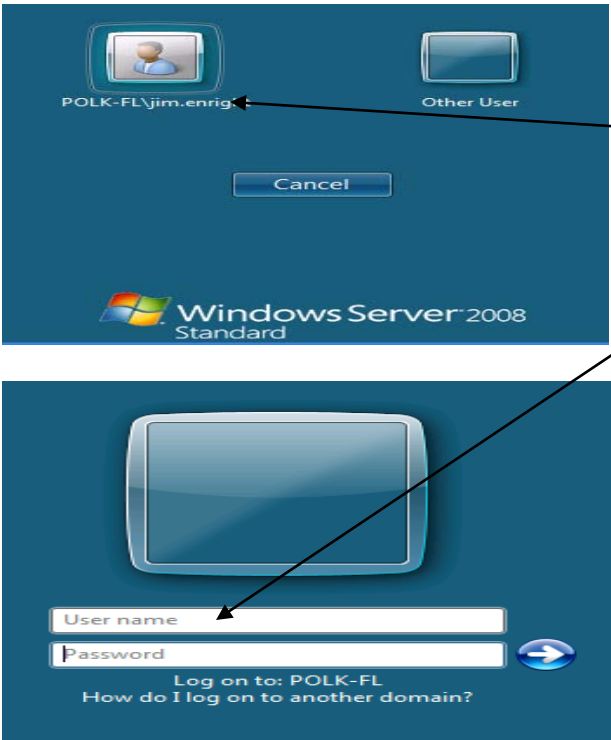

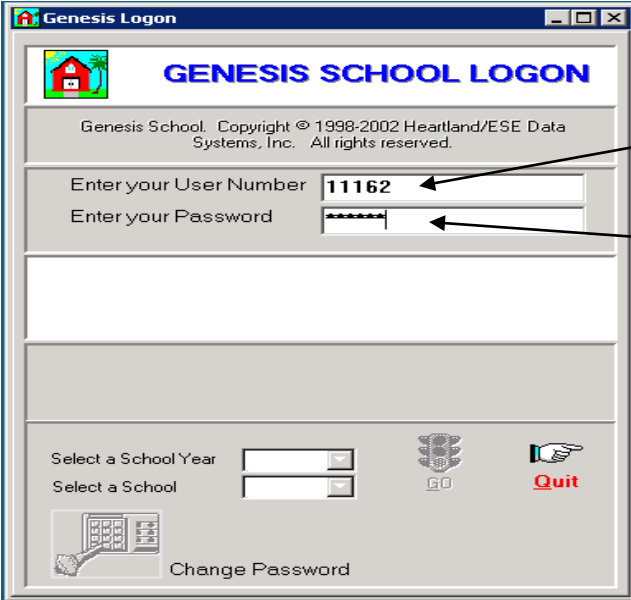
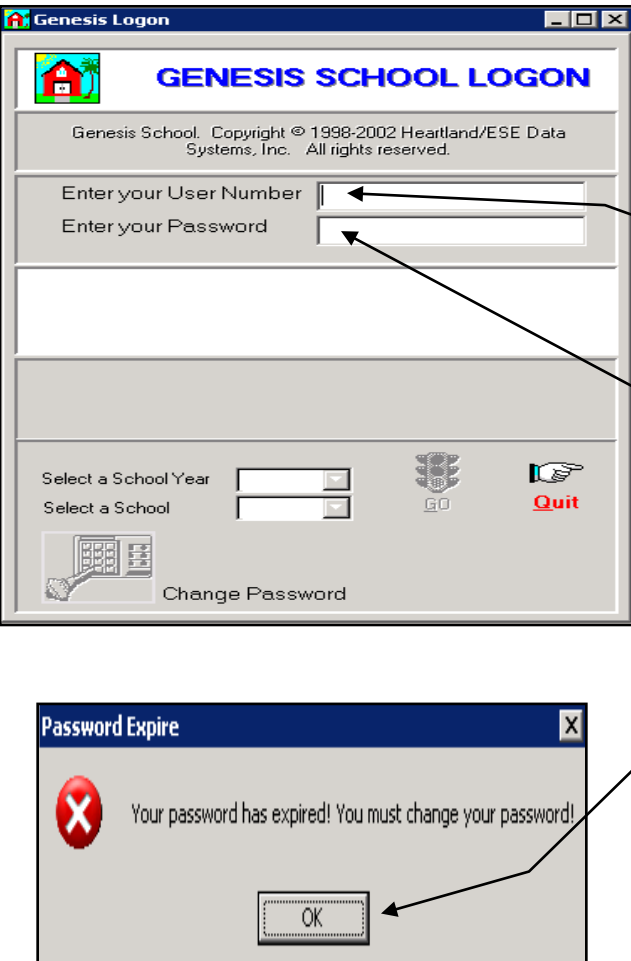


Genesis Logon Procedure

Steps	Screen Displayed	Procedures
1		<p><u>To Logon to Genesis:</u></p> <p>The Genesis.rdp icon is displayed on your Desktop.</p> <ul style="list-style-type: none"> • <i>Double Click</i> on the Genesis.rdp icon.
2		<p>The Windows Server 2008 screen is displayed.</p> <ul style="list-style-type: none"> • <i>Click</i> on the POLK-FL\ username icon. <p>Note: If this is your first time logon, you will be required to put in your entire email address. (<i>firstname.lastname@polk-fl.net</i>). After first time logon, only your password is required at the POLK-FL\ username icon shown in the next step.</p>
3		<p>The password field is displayed.</p> <ul style="list-style-type: none"> • <i>Type</i> your Password in the space provided (same password used for Outlook) and hit enter. <p>This will bring up the Genesis School Logon screen shown in next step.</p>

Genesis Logon Procedure

Steps	Screen Displayed	Procedures
4		<p>Note: This is the <i>second</i> logon requirement for accessing Genesis.</p> <ul style="list-style-type: none"> Your SAP # will automatically enter into 'User Number' field. Enter your Password-For first time users-Enter the word genesis (all lower case). <p><u>If this is first time logon, proceed to next step, if not proceed to Step 8.</u></p>
5		<p><u>To Enter a New Password For First Time Users OR After a Reset:</u></p> <p>The Genesis School Logon screen is displayed.</p> <ul style="list-style-type: none"> Enter your User Number-this should automatically appear when the screen comes up (if it does not appear then <i>type</i> your SAP #) Enter your Password-For first time users-Enter the word genesis (all lower case). Press the Enter key (on your keyboard) Click the OK button

Genesis Logon Procedure

Steps	Screen Displayed	Procedures
6		<p>The User Security Changes screen is displayed.</p> <ul style="list-style-type: none"> Type the New Password you want to use Retype the <u>same</u> New Password you want to use <p>Click the Save button</p> <p>Click the OK button</p>
7		<p><u>To Change an Expired Password:</u></p> <p>The Genesis School Logon screen is displayed.</p> <ul style="list-style-type: none"> Enter your User Number-<u>this should automatically appear when the screen comes up</u> (if it does not appear then <i>type</i> your SAP #) Enter your Password <p>NOTE: Password warning messages start ten days before a password expires. Passwords are valid for a 30-day time period.</p> <p>Click the Change Password icon and Repeat Step 6</p>

Genesis Logon Procedure

Steps	Screen Displayed	Procedures
8		<p>NOTE: Once you have successfully logged on, your name will appear</p> <p>To Select a School Year and a School:</p> <ul style="list-style-type: none"> • Click the pull down arrow at the end of the field to access a list of <u>School Years</u> to choose from • Click the pull down arrow at the end of the field to access a list of <u>Schools</u> that you have securities to view (your School Number should automatically appear) • Click the GO button
9		<p>You are now logged onto Genesis and the Genesis School Menu is displayed.</p> <p>The Icons and Folders designate different areas in Genesis.</p>

