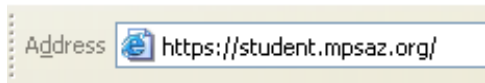


OPEN GENESIS

To open Genesis – open Internet Explorer:

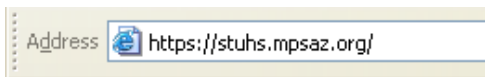
1. **Elementary Schools** enter <https://student.mpsaz.org> in the address field; strike the enter key on the keyboard.



2. **Junior High Schools** enter <https://stujr.mpsaz.org> in the address field; strike the enter key on the keyboard.



3. **Senior High Schools** enter <https://stuhs.mpsaz.org> in the address field; strike the enter key on the keyboard.

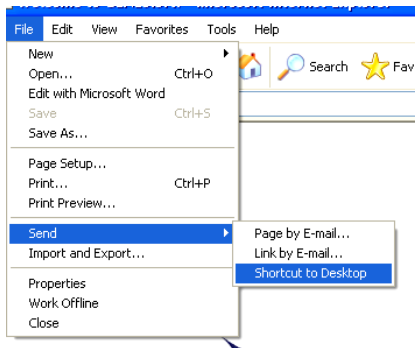


CREATE A SHORTCUT TO GENESIS

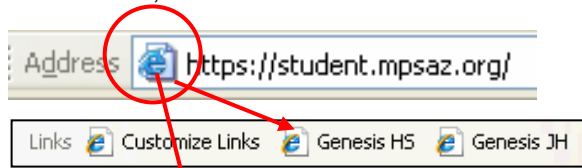
Once you are at the login page for Genesis, you may want to create a shortcut.



1. Click on **File/Send/Shortcut to Desktop** to create a Genesis shortcut on your desktop.



2. Another shortcut method is to left click on the **Internet Explorer** icon in the address bar, hold down the mouse button and drag the “e” on to the **Links** toolbar, then release the mouse.

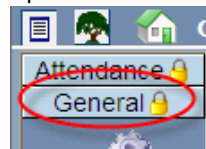


You can also drag the “e” on to the **Taskbar** at the bottom of your screen.



CHANGE TEMPORARY PASSWORD

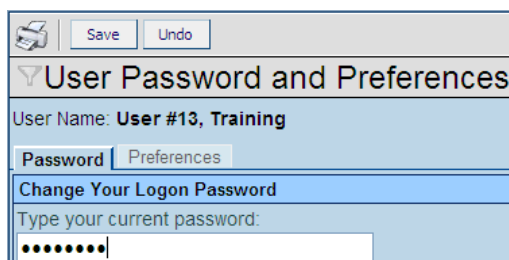
1. On the **Navigation Menu Bar** in Genesis, click on the **General** group.



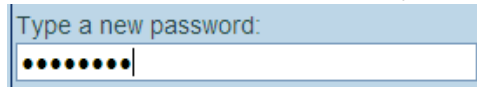
2. Click on the **User Pswd and Prefs** icon.



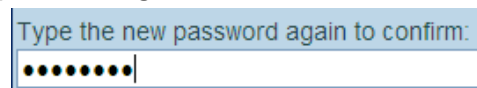
3. On the **Password** tab, enter in the current password in the **Type your current password** field.



4. Type the new password in the **Type a new password** field (password must be at least 7 characters and include one number.)



5. Retype the new password in the **Type the new password again to confirm** field.



6. Click on **Save** to save the password changes.