

GeneSIS™ Teacher Experience Login Procedures

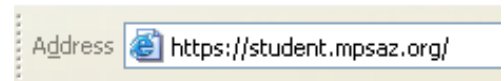
To Open Genesis:

Select *Internet Explorer*:



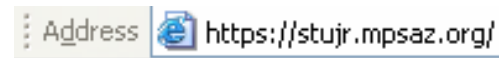
Elementary Schools:

Enter: <https://student.mpsaz.org> in the address field; **strike** the **Enter** key.



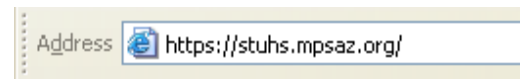
Junior High Schools:

Enter: <https://stujr.mpsaz.org> in the address field; **strike** the **Enter** key.



Senior High Schools:

Enter: <https://stuhs.mpsaz.org> in the address field; **strike** the **Enter** key.

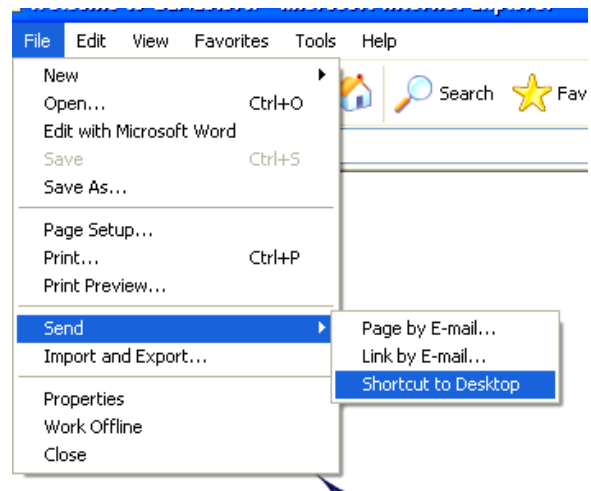


If a Security Alert window appears, **click Yes**.

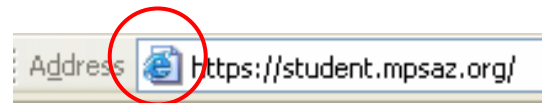
1. Create a Shortcut to GeneSIS™ Login:


- a.) From the **File Menu**, select **Send** and then select **Shortcut to Desktop** from the fly-out menu.

This will create a shortcut to the login page, and will be found on the desktop.



b). **Another Shortcut Method:**



In the address field, locate the  icon. **Hold the left-button down** on the mouse and **drag** the “e” onto the Links toolbar, then **release** the mouse to create a shortcut.

Activate Links Bar:

Open *Internet Explorer*

Select >> **View Menu**
>> **Toolbars** >> **Links**.

You can also drag the “e” onto the Taskbar, or Add to Favorites. Or do all of these options! ☺

Use the **F11** key on your keyboard to toggle between screen views.

2. *Logging into GeneSIS™:*

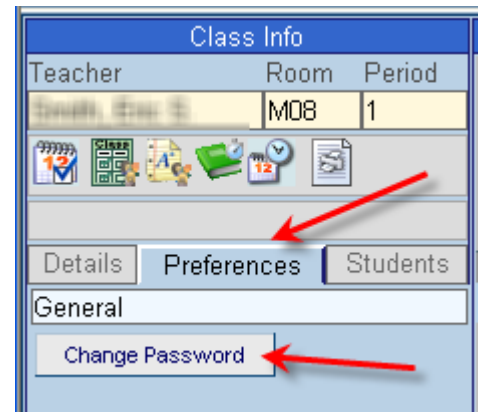
Your login name remains the same (first and middle initial and up to six characters of last name), but you will have a temporary password.

Login Name your user name (i.e., ptcruise)
Password: mesaXXX (where XXX is your school’s three digit number. This field is case specific.)

Once you log into *GeneSIS™*, you **must** change your temporary password.

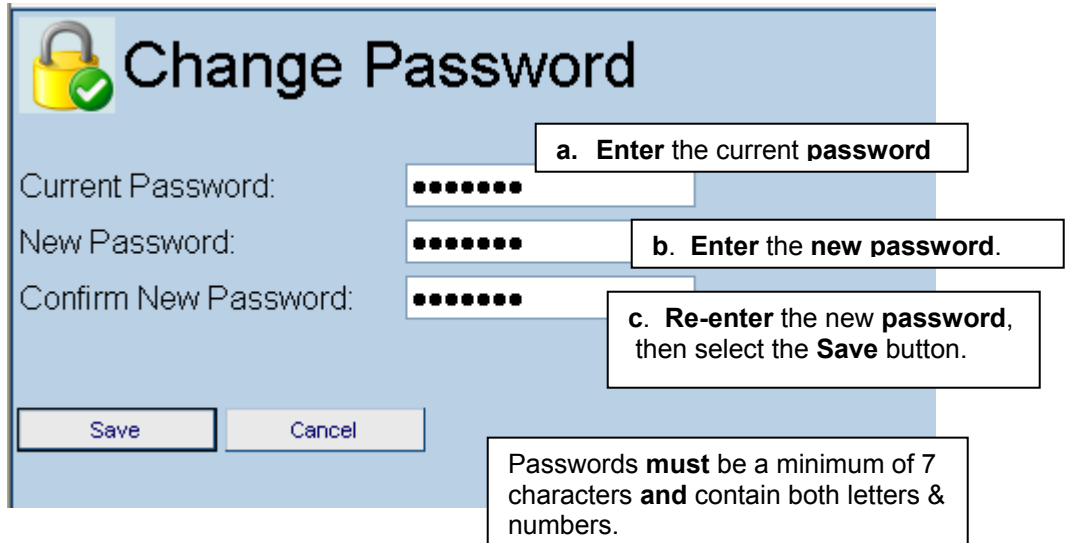
3. *Change the Temporary Password:*

From the Navigation Menu: select the category labeled **Preferences**, then **click** on the **Change Password** button.



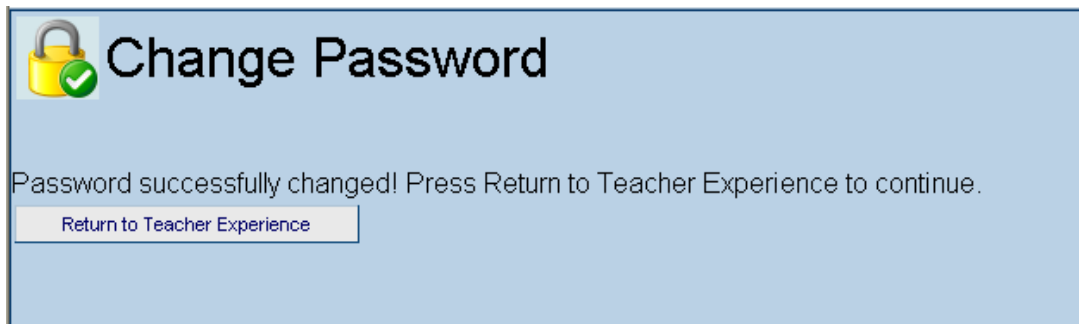
The “Change Password” window opens. You will need to enter the current password in the first datafield, then enter the new

password in the second datafield and enter the new password again in the third datafield. **Click on Save** when finished.



The screenshot shows a 'Change Password' dialog box with a yellow padlock icon and a green checkmark. It contains three text input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Each field is filled with seven black dots. Below the fields are two buttons: 'Save' and 'Cancel'. Three callout boxes provide instructions: 'a. Enter the current password' points to the first field, 'b. Enter the new password.' points to the second field, and 'c. Re-enter the new password, then select the Save button.' points to the third field. A separate callout box at the bottom states: 'Passwords **must** be a minimum of 7 characters **and** contain both letters & numbers.'

A confirmation window will appear letting you know that you have successfully changed your password. **Click on the Return to Teacher Experience** button to return back to the Seating Chart view.



The screenshot shows a 'Change Password' dialog box with a yellow padlock icon and a green checkmark. The text inside reads: 'Password successfully changed! Press Return to Teacher Experience to continue.' Below the text is a single button labeled 'Return to Teacher Experience'.

Your new password will be in effect the next time you log-in to *GeneSIS™*.

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If you have any questions or need assistance, please call:  
**Training Staff at 472-0044 – Option 2**

**Training Guides Online:**  
<http://intra.mpsaz.org/at/ezguides.htm>