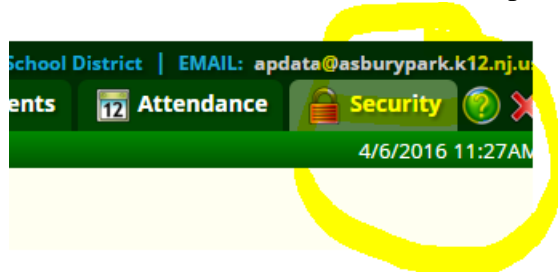


## *Getting Started with Genesis SMS (for observations) in the Asbury Park School District*

### **Directions to Create Signature and Pin**

1. Login
2. Click the SECURITY tab (top left of the screen)



3. Find SIGNATURE SETUP (center)

A screenshot of the 'Signature Setup' form. The title 'Signature Setup' is highlighted in yellow. Below the title, there is a warning icon and the text: 'A signature has not been setup yet. Sign the box below and then enter a secret pin to use when signing forms.' There is a large empty rectangular box for the signature. To the right of this box is an 'Erase' button. Below the signature box is a field for the 'Signature Pin' with a red asterisk, and a 'Create Signature' button.

4. Use your mouse (or iPad) to create a signature
5. Add a Personal Identification Number
6. Click CREATE SIGNATURE

A screenshot of the 'Signature Setup' form, similar to the previous one, but now showing a handwritten signature 'L Schetlick' in the signature box. The signature box and the 'Erase' button are highlighted in yellow. Below the signature box, the 'Signature Pin' field is also highlighted in yellow and contains several dots representing a masked PIN. The 'Create Signature' button is also highlighted in yellow.

Once you have completed the steps above, you will be able to sign your documents in Genesis SMS.

If you just need to update your PIN or re-do a signature (do not leave your signature blank). You follow the same steps, except where you click create signature, there will also be a button to reset your PIN. If you need the old PIN removed, so you can set a new one – email me directly.

***REMEMBER: Genesis SMS usernames are your FULL DISTRICT EMAIL ADDRESS. If you need assistance with your login or an issue, email Laura Schetlick directly!***