Directions for Accessing Student School E-mail & Student Portal
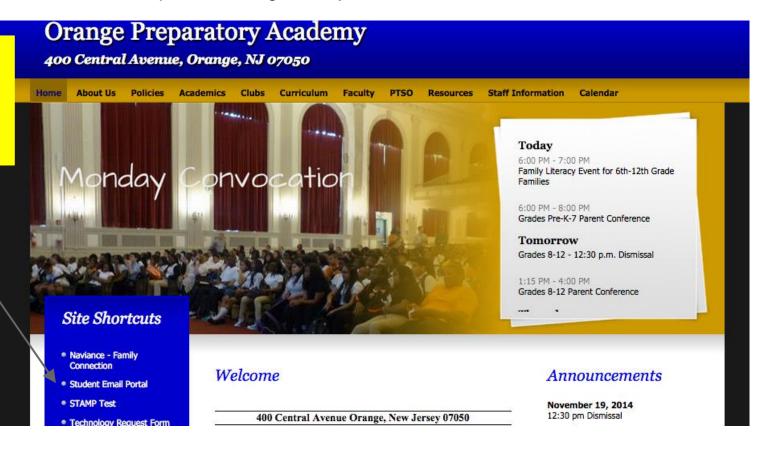
Orange Preparatory Academy
2014-2015 SY

You have received a username and password for your student school e-mail account, Genesis Student Portal and Naviance on an index card. Please keep the index card in a safe place so that you can remember it and so that no one else can gain access.

Go to the **ORANGE HOMEPAGE** - http://www.orange.k12.nj.us/Domain/374

Click on the second link -

Student EMAIL Portal

Orange Preparatory Academy
400 Central Avenue, Orange, NJ 07050

Home   About Us   Policies   Academics   Clubs   Curriculum   Faculty   PTSO   Resources   Staff Information   Calendar

Monday Convocation

Today
6:00 PM - 7:00 PM
Family Literacy Event for 6th-12th Grade Families

6:00 PM - 8:00 PM
Grades Pre-K-7 Parent Conference

Tomorrow
Grades 8-12 - 12:30 p.m. Dismissal

1:15 PM - 4:00 PM
Grades 8-12 Parent Conference

Site Shortcuts

• Naviance - Family Connection
• Student Email Portal
• STAMP Test
• Technology Request Form

Welcome

400 Central Avenue Orange, New Jersey 07050

Announcements

November 19, 2014
12:30 pm Dismissal

This logs you into your school e-mail. Use this to communicate with your teachers about school business.

S19*yourletters*@students.orange.k12.nj.us

Obe*studentId*

Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?

Log in using the username and password provided on your index card.

Never click *Keep me signed in* or *Remember my password*.

Office 365

This is your e-mail box

Open your registration confirmation email for your password.

Office 365

Outlook | Calendar | People | Tasks

⊕ New mail

🔍 Search mail and people

INBOX   CONVERSATIONS BY DATE ▼

«

All   Unread   To me   Flagged

Favorites

YOUR NAME

Genesis SIS
Welcome to the Orange School District Parent-Stu   11:32a
Welcome to the Orange School District Parent-Student ...

Inbox   1

Drafts

Sent Items

Deleted Items

Junk Email

Notes

Select an item to read.
Click here to always select the first item when I sign in.

Double click to copy your student portal initial password. Right click and select *Copy*. Or just write down this password.

Welcome to the Orange School District Parent-Student Access Module. Please use the following information to login to the system:

User Name: s19c_,___,_@students.orange.k12.nj.us

Password: 9y47bkd6

The Parent-Student Access Module, provided by Genesis Educational Services, is a safe, secure way of enabling parents to access their student's records using the internet.
To visit the Parent-Student Portal Site, go the main Orange School District Site: www.orange.k12.nj.us,
Use the Parent Portal shortcut, then follow directions and accept the agreement.

Click on the third link under site shortcuts:

Student/Parent Portal

Orange Preparatory Academy

400 Central Avenue, Orange, NJ 07050

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This page will allow student access

Genesis

City of Orange Township Public Schools

Parent Access

User Name:

Password:

Login   Forgot My Password

Summary · Attendance · Grading · Gradebook · Scheduling · Forms

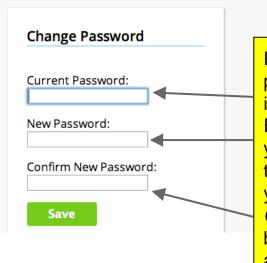# Summary

SELECT STUDENT

Parent Access Module

You are required to change your password. It must be changed to your Student ID number.

Change Password

Current Password:

New Password:

Confirm New Password:

Save

Paste or enter the letter password from your email in *Current Password*. Enter your Student ID as your *New Password* so that it is something that you will always remember. *Confirm New Password* by typing your ID number again. Click *Save*.

Tabs at the top allow you to access...

Genesis Parent Resources

Summary   Attendance   Grading   Gradebook   Scheduling   Forms

Summary

SELECT STUDENT: Cajour, Jessica Edith Mae ⇥

Parent Access Module

You should now know where you stand academically at all times. Be sure to Log-out each time you use the Genesis Portal. DO NOT share your username or password with ANYONE.

REMEMBER - if you have 72% and below; your parents required to have a conference with that teacher.

At the top you can access your
- Attendance: absences and tardy record
- Grading: available report cards and progress reports; the number of credits each course is worth
- Gradebook: current marking cycle grade and graded assignments (daily and weekly reports);missing assignments

Your report card may not be available if you have any outstanding fines