

How to Create and Access a Guardian Account

1. Once logged in as a student, in the left side menu, click on Add Guardian.
2. Complete the required fields:

Last Name

First Name

Email Address

Login (username)

Password (and confirm password)

Then choose a secret question and supply the answer

3. Click Save
4. To access the guardian account, [use the same website](#) as the student's login.
5. Click Academic Snapshot on the left side menu to see the progress and grades for each course. Information provided includes

The enrollment start and end dates

The current grade

The number of completed and the total number of assignments

Pacing information

Last activity

6. Please note that Genius updates information once a day overnight. Work completed on any given day will not be reflected in Genius until the next day.