

Waterfront Learning PIMS Format Report

This document will walk you through the process of pulling information for the PIMS staff snapshot from Waterfront Learning in a format meant to be compatible with PIMS upload.

- Waterfront Learning can be reached at wflhelp@aiu3.net. To ensure that your email gets the most timely and relevant assistance, please include PIMS in your subject.
- These instructions assume that you already have an account in Waterfront Learning Genius SIS. At a minimum, Waterfront designates a liaison with each district that we work with, and that person has such an account. Other administrators at the district may also have accounts. If you do not have an account and do not know who at your district has an account, contact Waterfront Learning.
- Waterfront Learning works with our vendor partners to supply instructors. If the instructor is an employee of our vendor partners, then we include the information we were provided by the vendor.

Navigate to waterfront.geniussis.com and enter your username and password.



Login

Password

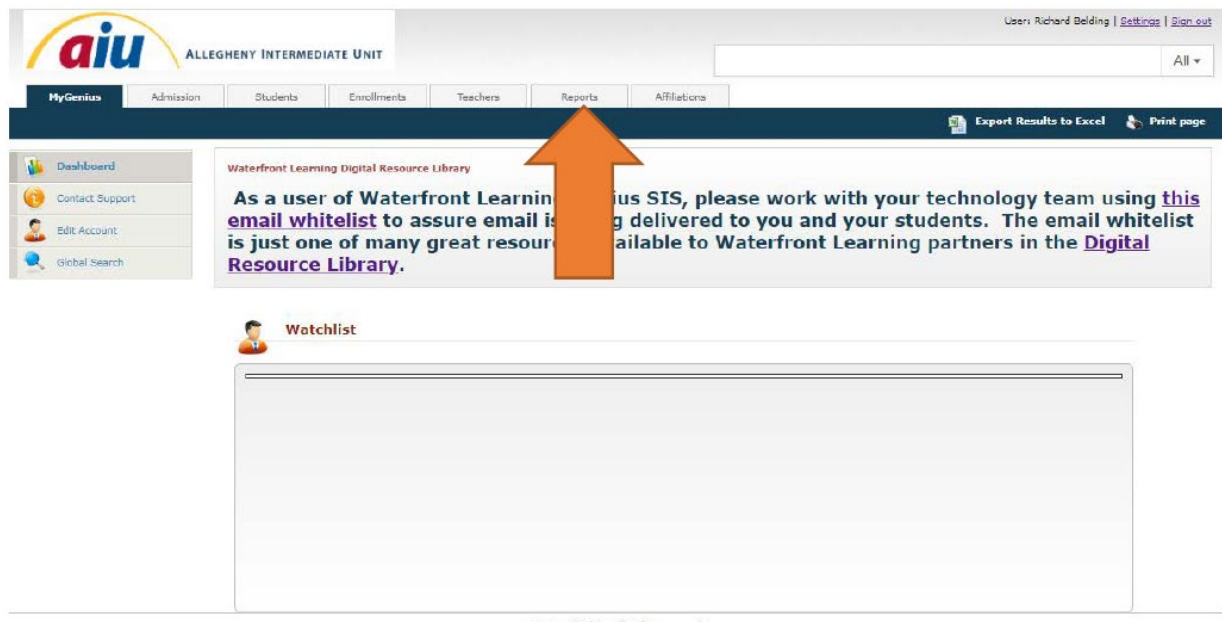
[Sign me in](#)

[Forgot your Password?](#)

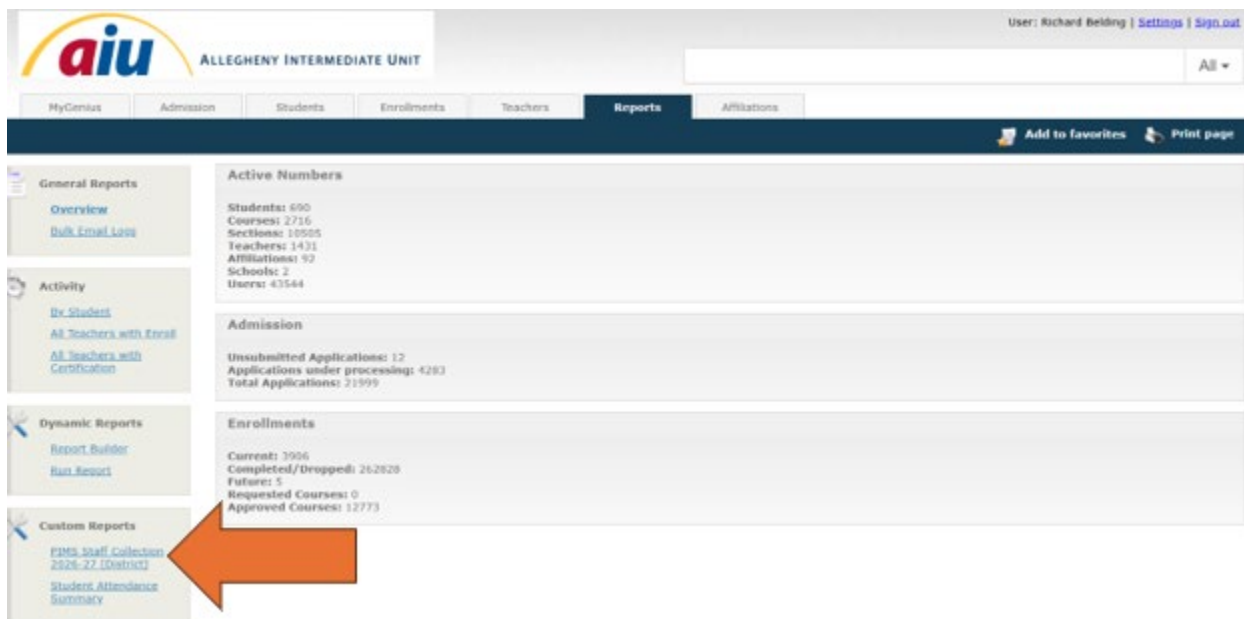
Contact Us
Email: WFLHelp@aiu3.net
Phone: 412-394-4996

Enter your username and password to access Waterfront Learning's Genius SIS. If you do not know your password, please try the "forgot your password" link. If you still need assistance, email wflhelp@aiu3.net, please include "PIMS" in the subject.

Once logged in, you will see your district's watchlist. From here, please click on the Reports tab at the top.



Once on the Reports page, the report is located on the left-hand menu, labeled “PIMS Staff Collection 2026-27 [District]”. Unlike Waterfront’s other PIMS reports, this report does not take user input. It will automatically provide all information for your school (called an affiliation in Genius) and the official window of time for the PIMS Snapshot report.



Once the report has run, you can export data with the “Export Results to Excel” button in the upper bar.

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User: Richard Belding | Settings | Sign out

MyGenius Admission Students Enrollments Teachers Reports Attachments

Export Results to Excel Print page

General Reports
Overview
Bulk Email Logs

Activity
By Student
All Teachers with Enroll
All Teachers with Certification

Search criteria:

Run Report

There are 14 records matching your criteria:

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
SUBMITTING	PPID						JOB						SCHOOL			STAFF			GENDER	RACE/ETHNICITY	HOME	
AUN							DESCRIPTION						NUMBER			TYPE CODE					PHONE	

A few notes on this report:

- More fields are available than shown in the screenshot by scrolling to the left in either Genius or Excel.
- Genius provided properly formatted dates; your spreadsheet software may reformat these dates. Please verify the date format before attempting to upload.
- At the request of your district, Waterfront Learning may list some of your staff as teachers in our system. Waterfront does not collect and therefore cannot return PIMS information for these individuals; you may need to remove them from the report before upload
 - These individuals need access to a subset of students
 - Typical examples include special ed support staff and aides
 - Since these are your staff, they should already be part of your collection data.