

User Profile

The User Profile must be set up to enable you to send email from Genesis.

Procedure to Setup or Change Your User Profile

1. Navigate to the **Gradebook→Home→User Profile** Screen
2. Update **your email address**. This will be used as your email address when you send email via the Gradebook.
3. Update your **signature** – This is the signature line that can be automatically amended to email messages sent by the Gradebook.
4. Enter or update your **phone** number – This phone number can/will be displayed in the Parent Module as a way for parents to contact you.
5. **URL** – This is your URL, if you have one, that you would like students and their parents to be able to visit.
6. **Default Teacher** – Select the Teacher the Gradebook will initially select for you
7. Click **“Save”** to save your changes

Procedure to Set or Update Your Email Address & Your Signature

1. Navigate to the **Gradebook→Home→User Profile** Screen
2. Update **your email address**. This will be used as your email address when you send email via the Gradebook.
3. Update your **signature** – This is the signature line that can be automatically amended to email messages sent by the Gradebook.
4. Click **“Save”** to save your changes