How to use the
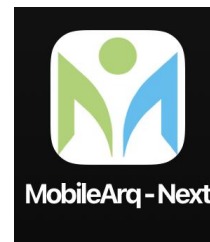# Glen Rock Federated HSA
Online Directory

2023/24

Powered by

MobileArq - Next

Important Notes

All profiles include at least one phone number. That phone number is assumed to be the home phone number for parent #1. If this is not correct, you can reassign the number to a cell phone or enter a new phone number using the "Edit Profile" function.

The data in the Glen Rock Federated HSA Online Directory comes from the Glen Rock School District Genesis System.

Any changes made to a family's profile in the **MobileArq Next** app will not change the information in Genesis. If there is incorrect information in your profile, correct it in **MobileArq Next** AND contact your school secretary to get Genesis updated. *

*In some cases, what's listed in the directory is not what's listed in Genesis due to a problem in the inputting of data for the directory.

GETTING STARTED

1) Each person with an email address in the system will receive a welcome email.

2) Read the Welcome Email as it provides detailed instructions and resources for registration.

Dear Parent,

The 2023-24 Glen Rock Public Schools online directory (the Directory) is ready! Access to the Directory is available to all families with children in the Glen Rock Public Schools. The Glen Rock Federated HSA (the umbrella organization for all of the school HSAs in Glen Rock) sponsors this directory, using dues from its member HSAs. Please follow the steps below and get started with the directory today!

GLEN ROCK PUBLIC SCHOOLS MOBILE DIRECTORY 2023-24 SIGN-UP INSTRUCTIONS

1. To have access to the Directory, you will use the **"MobileArq-Next"** app. If you use the old MobileArq app, it will not work. Registration is yearly, so every user must register on the new app for 2023-24.

2. If you haven't already done so, download the **MobileArq - Next** app

3. Choose the 'Signup' button when you see the login page. This is your new registration. Reminder, last year's registration will not work for this year.

- Select "Parent" on the signup page

- Enter your first name, last name, email address (the email that is used for Genesis), and the district code: grfedhsa (case-sensitive). Please use the email you have provided the Glen Rock Public Schools student information system.

- Click "create account." A verification code will be sent to your email address. Note, this code will delete within 5 minutes. Should you miss it, a new one can be sent to you.

4. Upon entering the 4-digit verification code, you will be directed to set up your password. You can also follow instructions once you login to set up your phone touch Id or fingerprint for a password less login.

5. You will be taken back to the original Home Screen for the app. Log in using the email address and password (that you just created) and click login.

Full instructions on how to use the MobileArq-Next app and the Glen Rock Federated HSA Online Directory can be found at GRFederatedHSA.org/online-directory.

2) Download the MOBILEARQ-NEXT app!

The 2023-24 Directory information is available via the **MobileArq-Next** app

If you haven't previously downloaded the **MobileArq-Next** App, you must do so.
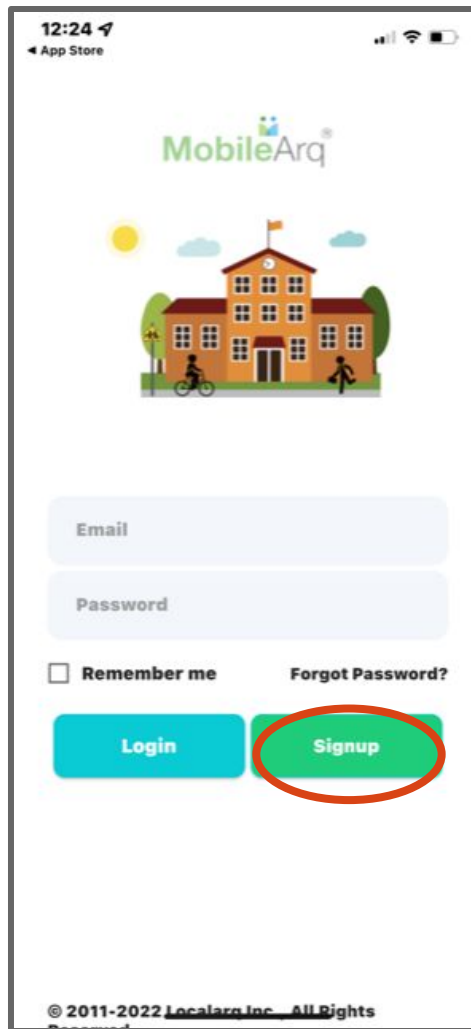
All users must SIGNUP!

If you downloaded the MobileArq-Next app last year, you will simply start with the home screen in the app.

Click on SIGNUP (not Login).

Note: Even if you used this app last year, you will have to Signup again! Everything starts fresh with the new updated data for 23-24.

3) Complete the MobileArq-Next registration process.

A quick video of the process is available on YouTube at
https://youtu.be/wskLC0iY7UY[1]

A: Open the new app

B: Click on "Parent Signup":

C: Complete

- First Name
- Last Name
- Email (must match Genesis login email)
- District Code: **grfedhsa** (case-sensitive)

3) Complete the MobileArq-Next registration process.

A quick video of the process is available on YouTube at
https://youtu.be/wskLC0iY7UY[1]

D: Read and click your acceptance of all of the Terms & Conditions.

Directory info is to be used for personal communications ONLY. There should be no commercial uses or marketing uses of this information.

E: Click on "Create Account":

4) Verify your email & set your password.

The next step is to verify your email. A code will automatically be sent to you at your email address. Enter the code on this screen.
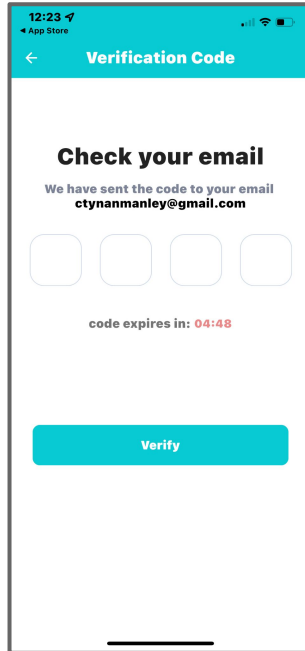
Once verified, you will get a screen for setting your password.
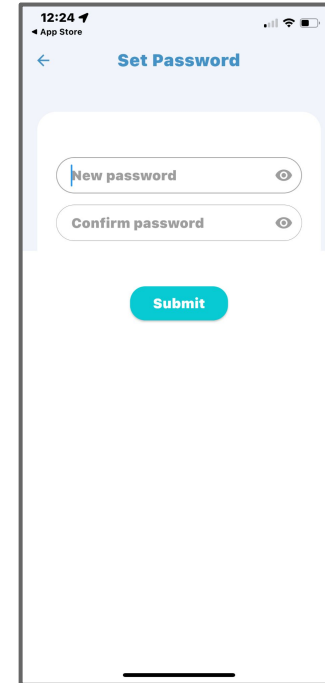
5) LOGIN!

Once you have completed all of these steps, you are brought back to the home screen to log in.

Enter the email and password you just registered with.

Check "Remember Me" so it's faster to log in next time.

Push "Login".

Do Not do the Signup again!
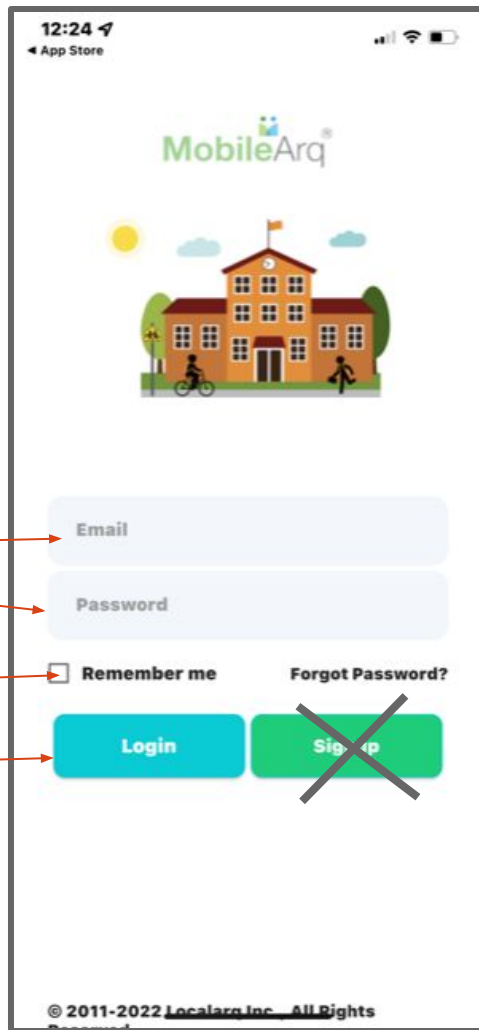
The MobileArq NEXT Dashboard/Home Screen

This is the Dashboard for the app.

For the Directory, the Glen Rock Federated HSA utilizes the "Parents" and "Students" search functions.

All other items can be ignored. The Glen Rock Directory does not utilize these functions.

Edit Your Profile

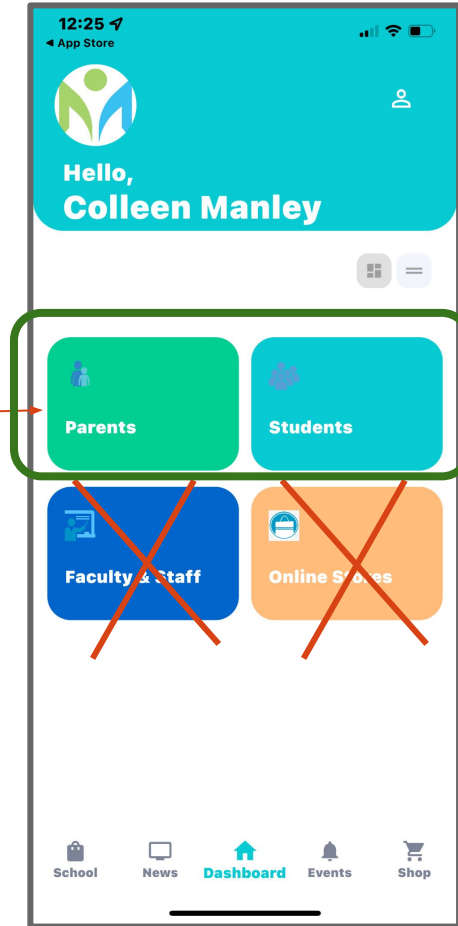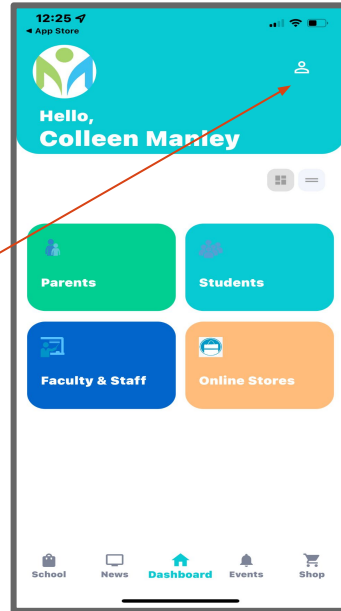Your family's profile is based on what was imported from Genesis. You can adjust the information and what is shared with other Directory users.

To edit, click on the profile symbol in the upper right corner.

In the profile section, you can:

–Edit family info and/or what is shared with other users.

–Change your password.

–Set up Touch/Face ID under "Settings".

–Delete your account.
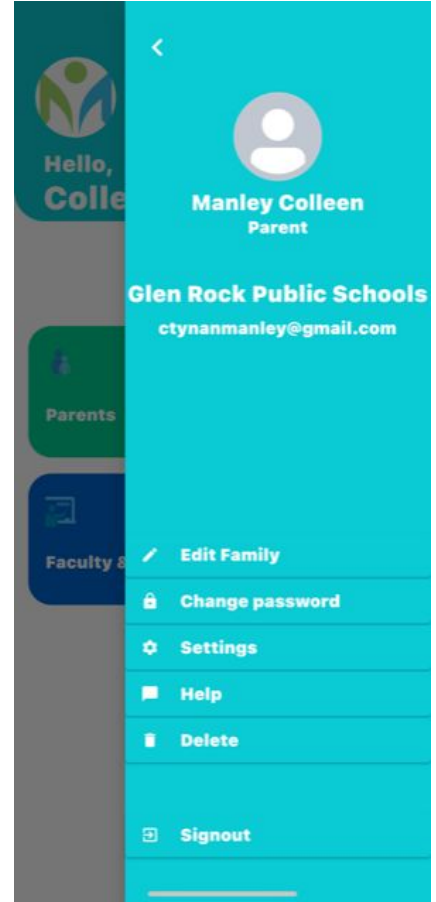
Edit Your Family & Contact Info

You can edit:

Family Details
Adjust parent names as needed.

Press "Continue"

You can edit:

Contact Info Adjust address, emails and phone numbers as needed.

Select info you want visible in the Directory—or deselect info you want hidden.

Press "Edit Student"

Edit Student Info & Update

You can edit: First Name, Last Name, Class Name (Class is a reference to class or grade)

Once student info is updated, click "Update All"--then confirm—and you should get "Family updated successfully" message.

Use the Parent Directory

HOME SCREEN/
DASHBOARD
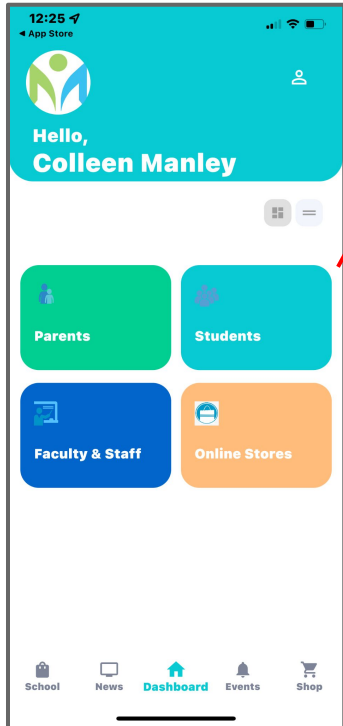
Click on "Parents" block to get to the Parents/Family search bar
(Names hidden for privacy)
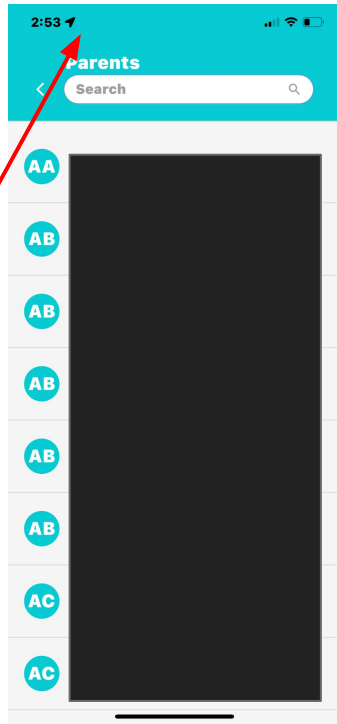
Use the search bar to find individual family listings. Click on family to see Profile info.
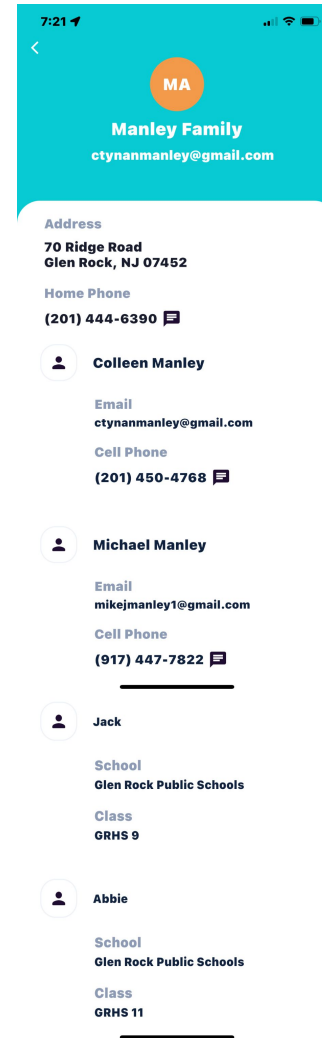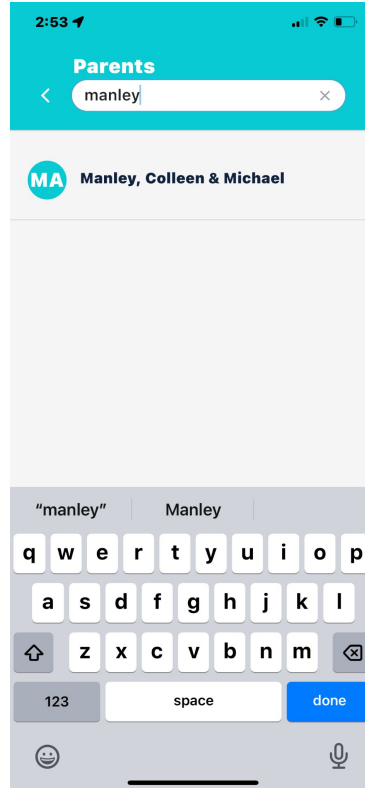
NOTE: The "search" function often returns too many results for common names.

If you are searching on a common name, try using a less common term.

Example: If you are searching on "Lee" as a last name--try searching on a first name or a child's name.

Use the Student Directory

HOME SCREEN

To find a student, put a first or last name in the search bar
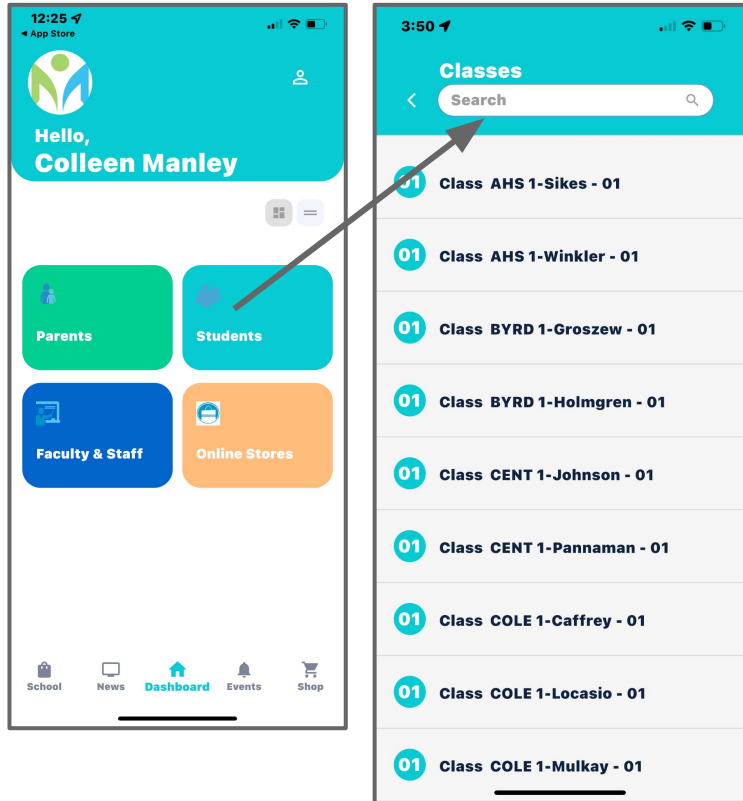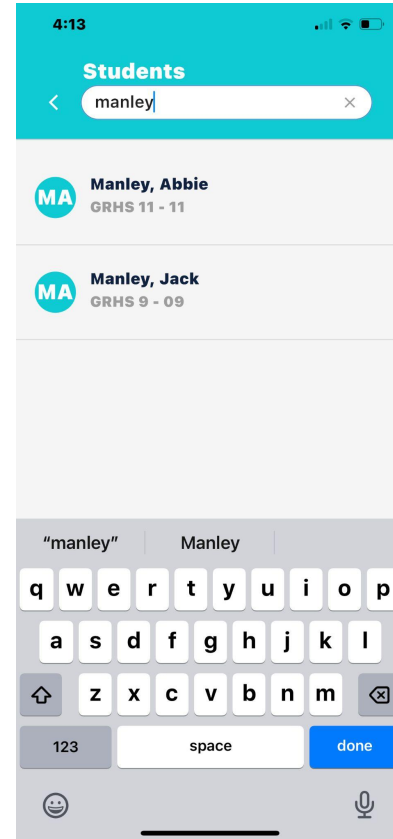
Click on "Students" block to see the listing of grades by each school.

The list is ordered by grade: Grades 1-12, then Pre-K classes, then Kindergarten (KF).

To see the list of classes in a school, put the school term (AHS, BYRD, CENT, COLE, GRMS, GRHS) in the search bar.

If you click on a class name, you'll see the class list.

NOTE:
The "search" function often returns too many results for common names.

If you are searching on a common name, try using a less common term.

Example: If you are searching on "Lee" as a last name--try searching on a first name.

QUESTIONS?
Contact

Support@MobileArq.com
or
GRFedHSADirectory@gmail.com

What is the GR Federated HSA Online Directory?

A great tool!: It includes family contact information as well as school/class/grade lists for all students in the Glen Rock School District. It facilitates communication among and within GR schools, classes and families.

Easy: For 2023-24, the Directory is available through the **MobileArq NEXT** app {NOTE: The MobileArq app used for past directories will no longer be used. All current info will come through the new app.)

Comprehensive: Some individual schools/HSAs have their own directories, but the Federated HSA Directory includes all* families in the district and lists all schools/grades of all children in a family within a family profile.

Flexible: You get to choose which pieces of personal information are shared with other families in the district.

*Families have the ability to opt out of the directory and/or hide their information.

What is the Glen Rock Federated HSA?

The district umbrella organization of all of the Glen Rock schools' HSAs (i.e., Byrd, Central, Coleman, Hamilton, and MS/HS).

An information-sharing organization that holds four public meetings per year that are excellent, informal opportunities to meet with leadership from the GR school district and all of the schools.

A volunteer-based organization that sponsors and operationalizes important informational tools for GR school families, such as the district-wide online school directory and the integrated HSA calendar.

See GRFederatedHSA.org for more information.