

How to use the Glen Rock Federated HSA Online Directory

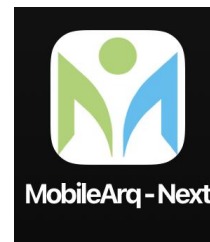
Powered by



2023/24



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.

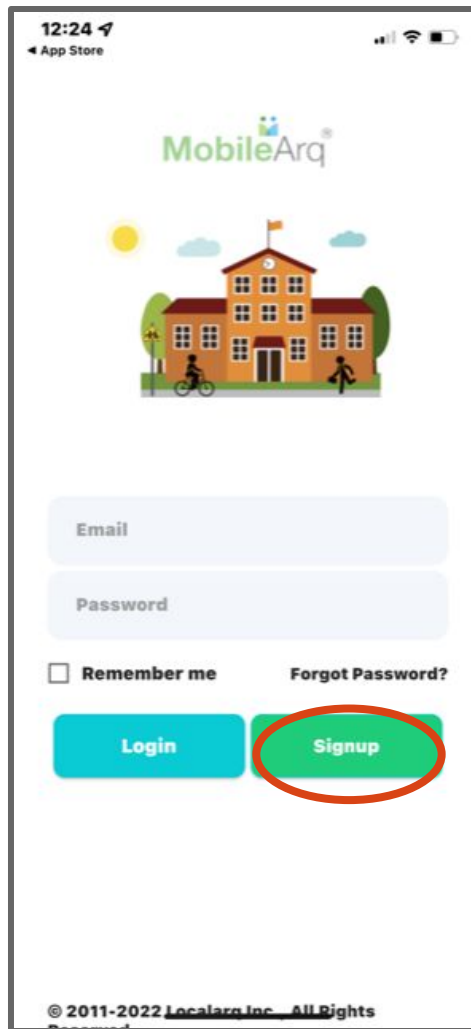


All users must SIGNUP!

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\[1\]](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)

12:22
App Store

MobileArq

Parent Signup Teacher Signup

First Name

Last Name

Email

District Code

I grant my school parent organization/group permission to use the contact information I have provided/will provide, in this online 2022-23 school directory (Learn More). The information contained in this directory is intended for personal use only. I agree not to distribute this directory in any form to any third parties for any purpose including commercial use I understand that my access to all school directories will be discontinued if I distribute the data/personal information contained in the school directories.

I would like access to the mobile directory.

I agree to the terms of service and use. The information in the directory is provided by the families listed for their private use only. No part of this directory may be reproduced in any manner, stored in any retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, or otherwise without the prior written permission of the school parent organization overseeing the directory and MobileArq. Transmitting information from the school directory to outside third parties and/or businesses. Any individual user who distributes the contact information contained in the school directories to promote businesses will lose their access to the school directory and face legal consequences.

Create Account

12:23
App Store

I grant my school parent organization/group permission to use the contact information I have provided/will provide, in this online 2022-23 school directory (Learn More). The information contained in this directory is intended for personal use only. I agree not to distribute this directory in any form to any third parties for any purpose including commercial use I understand that my access to all school directories will be discontinued if I distribute the data/personal information contained in the school directories.

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Create Account

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”:

The image displays two screenshots of the MobileArq app registration process. The left screenshot shows the registration form with fields for First Name, Last Name, Email, and District Code, and a 'Create Account' button. The right screenshot shows the Terms & Conditions screen with three checked checkboxes and a 'Create Account' button. Red arrows point from the text on the left to the corresponding elements in the screenshots.

Left Screenshot (Registration Form):

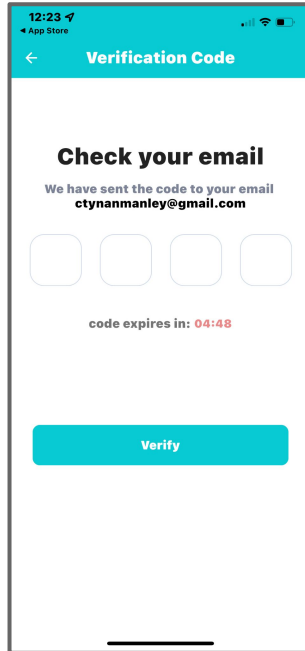
- Time: 12:22
- App Store
- MobileArq logo
- Illustration of a diverse group of children
- Buttons: Parent Signup, Teacher Signup
- Fields: First Name, Last Name, Email, District Code
- Checkbox: I grant my school parent organization/group permission to use the contact information I have provided/will provide, in this online 2022-23 school directory (Learn More). The information contained in this directory is intended for personal use only. I agree not to distribute this directory in any form to any third parties for any purpose including commercial use I understand that my access to all school directories will be discontinued if I distribute the data/personal information contained in the school directories.
- Button: Create Account

Right Screenshot (Terms & Conditions):

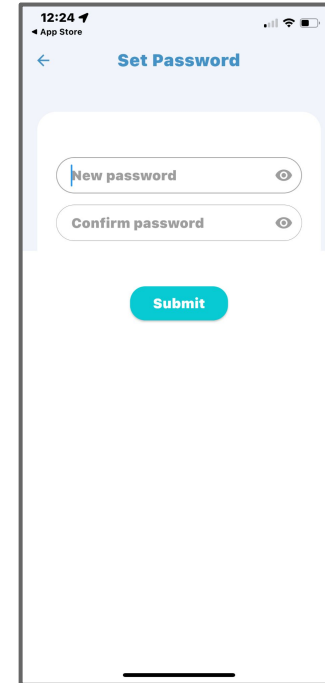
- Time: 12:23
- App Store
- Checkbox: I grant my school parent organization/group permission to use the contact information I have provided/will provide, in this online 2022-23 school directory (Learn More). The information contained in this directory is intended for personal use only. I agree not to distribute this directory in any form to any third parties for any purpose including commercial use I understand that my access to all school directories will be discontinued if I distribute the data/personal information contained in the school directories.
- Checkbox: I would like access to the mobile directory.
- Checkbox: I agree to the terms of service and use. The information in the directory is provided by the families listed for their private use only. No part of this directory may be reproduced in any manner, stored in any retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, or otherwise without the prior written permission of the school parent organization overseeing the directory and MobileArq. Transmitting information from the school directory to outside third parties and/or businesses. Any individual user who distributes the contact information contained in the school directories to promote businesses will lose their access to the school directory and face legal consequences.
- Button: 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!

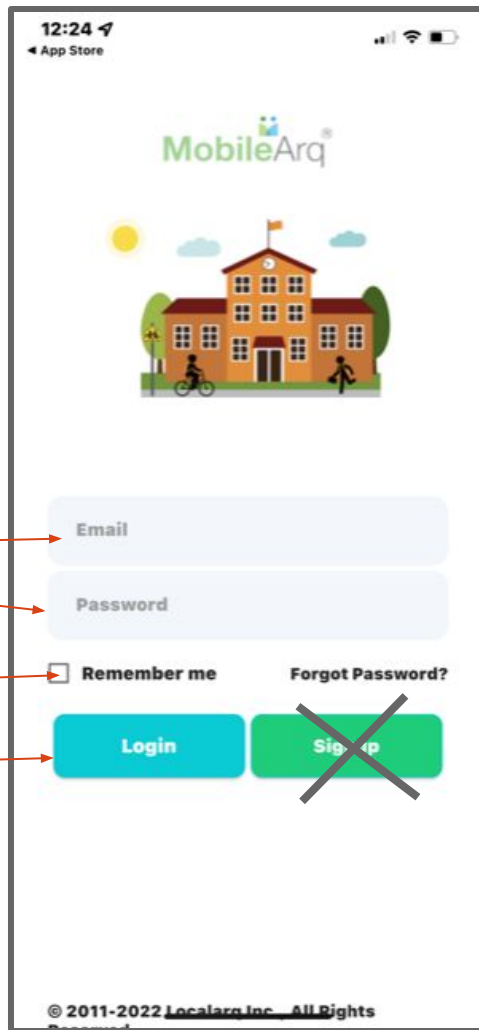
Once you have completed all of these steps, you are brought back to the home screen to log in.

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!

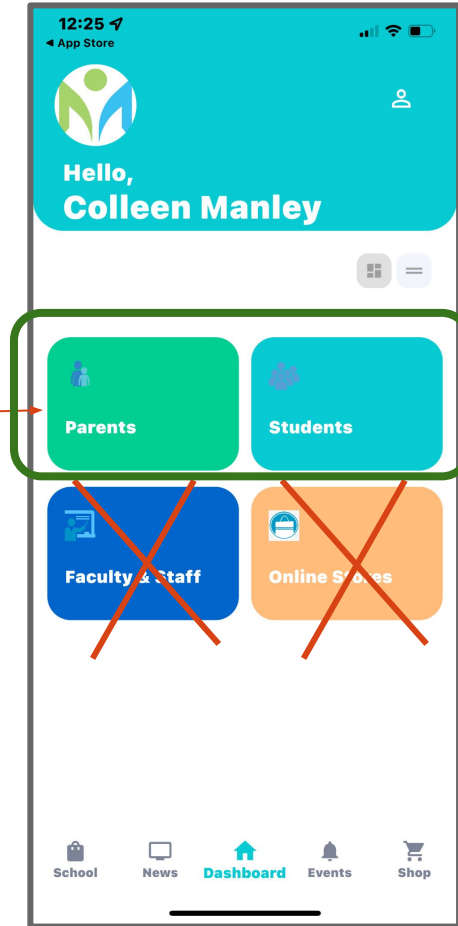


The MobileArq NEXT Dashboard/Home Screen

This is the Dashboard for the app.

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

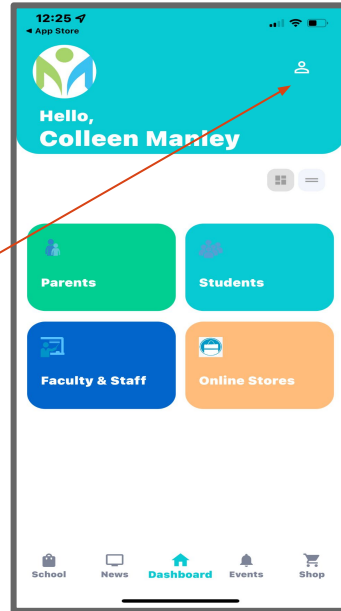
All other items can be ignored. The Glen Rock Directory does not utilize these functions.



Edit Your Profile

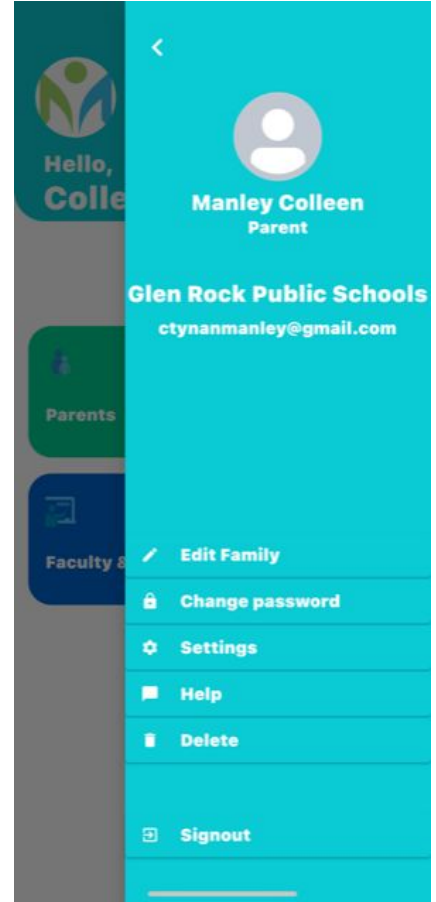
Your family's profile is based on what was imported from Genesis. You can adjust the information and what is shared with other Directory users.

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”

Family Details

Family Name
Manley

Parent1 Type
Select

Parent1 First Name
Colleen

Parent1 Middle Name

Parent1 Last Name
Manley

Display Family name as Last name

Parent1 Suffix

Parent2 Type
Select

Parent2 First Name
Michael

Parent2 Middle Name

Parent2 Last Name
Manley

Display Family name as Last name

Parent2 Suffix

Continue

2 Contact Information

Edit Family

Family Details

Contact Information Show All

Address Show

Zip Code
07452

State
NJ

City
Glen Rock

Address Line
70 Ridge Road

Email1
ctynanmanley@gmail.com Show

Email2
mikejmanley1@gmail.com Show

Parent1 Home Phone
(201) 444-6390 Show

Parent1 Mobile Phone
(201) 450-4768 Show

Parent2 Home Phone Show

Parent2 Mobile Phone
(917) 447-7822 Show

Parent2 Work Phone Show

Edit Student

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.

Edit Student1 Information

Student1 Student2

School Name
Glen Rock Public Schools

Class Name
09 - GRHS 9

Student First Name
Jack

Student Middle Name

Student Last Name
Manley

~~Student Nick Name~~

~~Student Suffix~~

~~Home Room~~

Next Update All

Edit Student2 Information

Student1 Student2

School Name
Glen Rock Public Schools

Class Name
11 - GRHS 11

Student First Name
Abbie

Student Middle Name

Student Last Name
Manley

~~Student Nick Name~~

~~Student Suffix~~

~~Home Room~~

Update All

Edit Student2 Information

Student1 Student2

School Name
Glen Rock Public Schools

Class Name
11 - GRHS 11

Student First Name
Abbie

Student Middle Name

Student Last Name
Manley

Student Nick Name

Student Suffix

Home Room

Update All

Are you sure you want to update family details with student details?

No Yes

Edit Student2 Information

Student1 Student2

School Name
Glen Rock Public Schools

Class Name
11 - GRHS 11

Student First Name
Abbie

Student Middle Name

Student Last Name
Manley

Student Nick Name

Student Suffix

Home Room

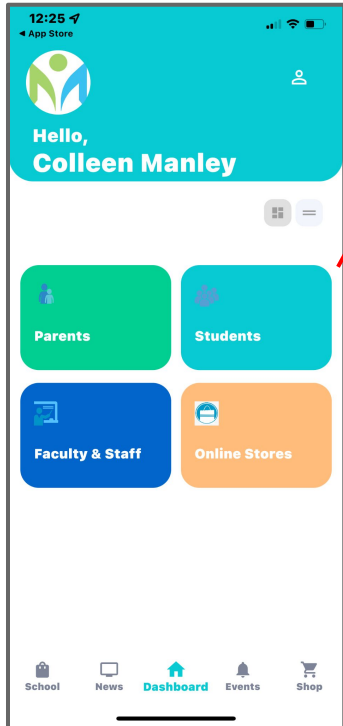
Update All

Family updated successfully.

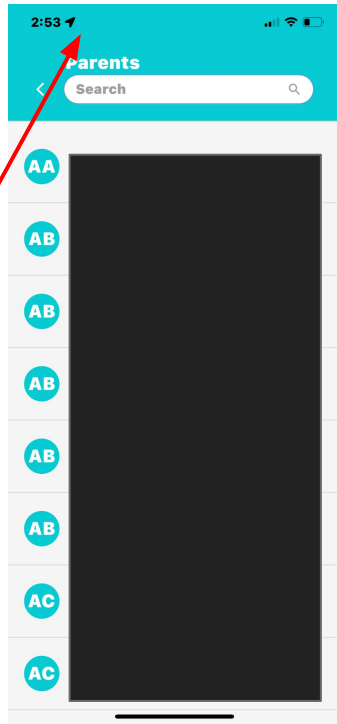
Ok

Use the Parent Directory

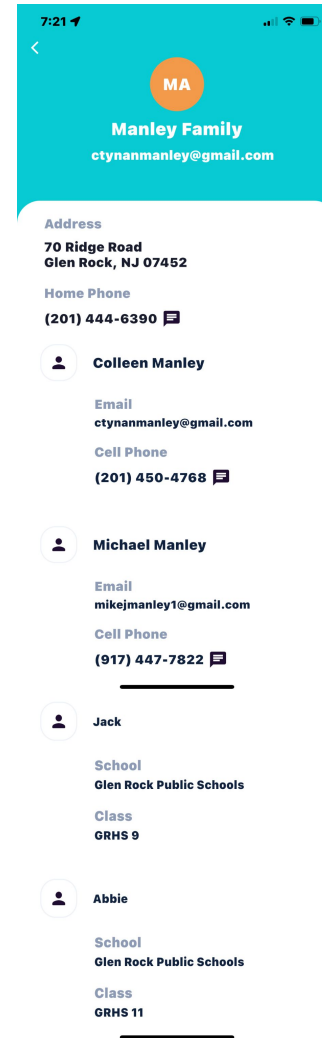
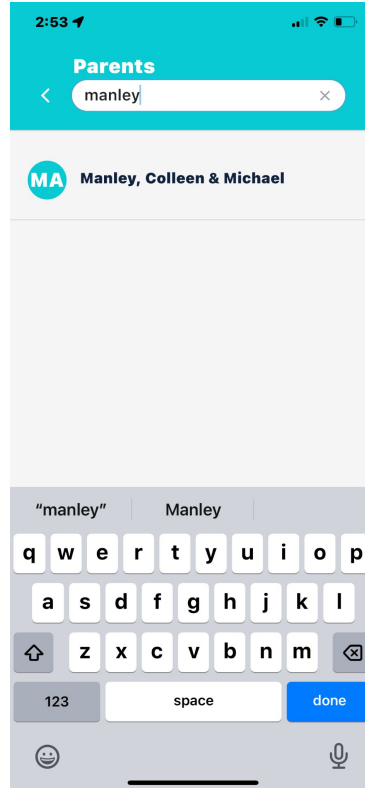
HOME SCREEN/ DASHBOARD



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.



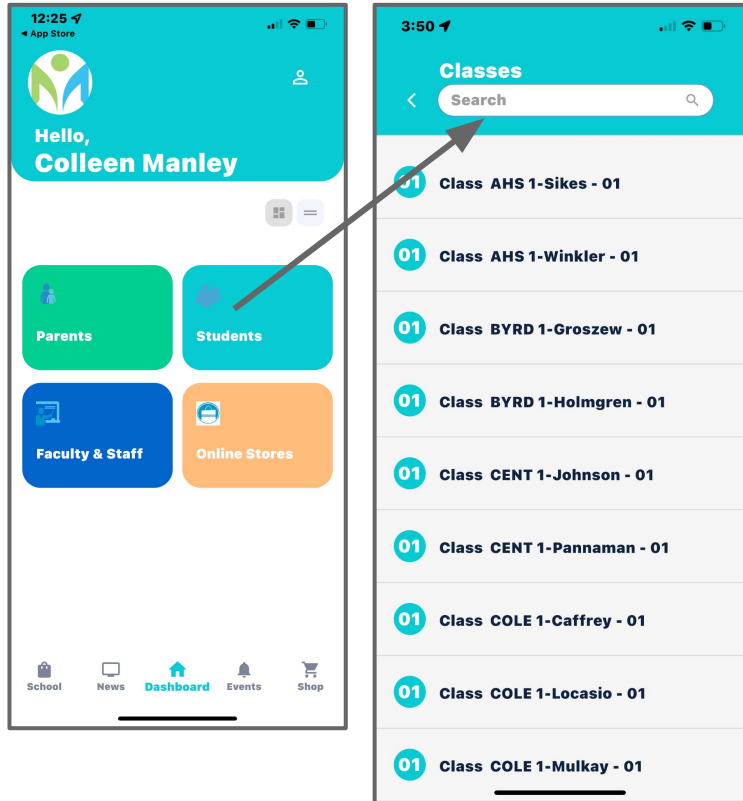
NOTE: The "search" function often returns too many results for common names.

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



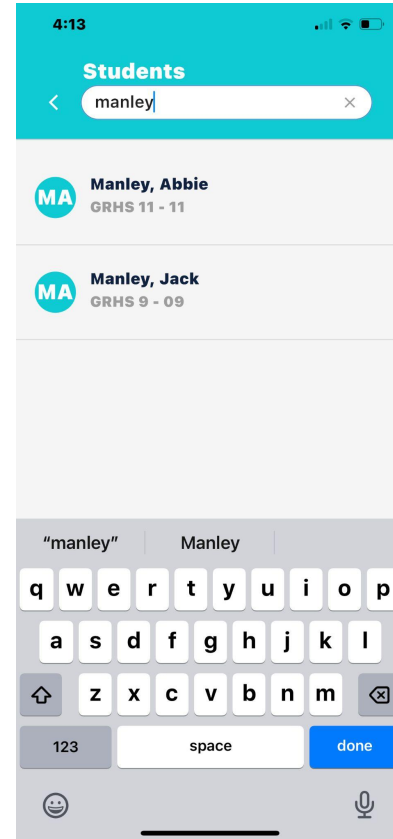
Click on “Students” block to see the listing of grades by each school.

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.

To find a student, put a first or last name in the search bar



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@MobileArg.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.