

How to use the Glen Rock Federated HSA Online Directory

Powered by



2021/22



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, to facilitate communication among and within GR schools, classes and families.

Easy: Available online at GRFederatedHSA.MobileArq.com or through the [MobileArq 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 from your family 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.

Important Note

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 system will not change the information in Genesis. If there is incorrect information in your profile, correct it in MobileArq AND contact your school secretary to get Genesis updated.

- 1) When the Directory launches, every included parent email should receive an email invitation to set up the account for that email:
Open the Invitation from support-grhsa@mobilearq.com

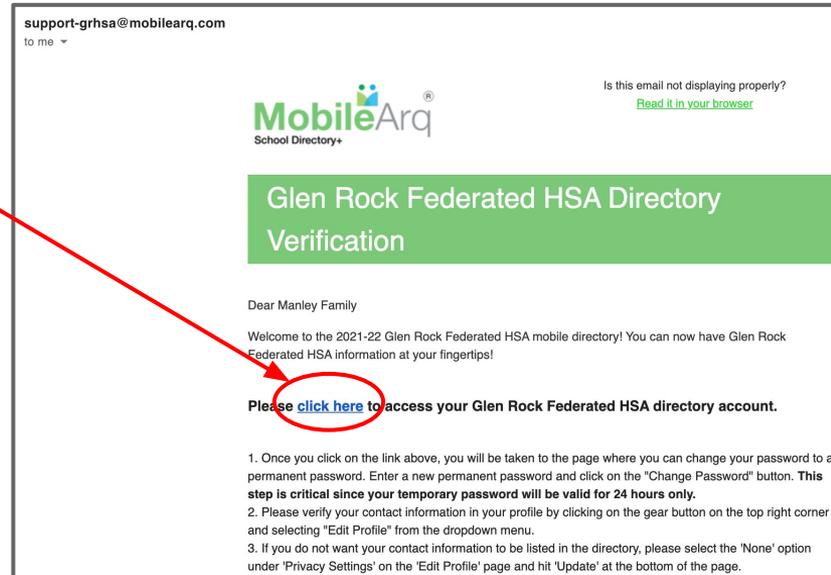
support-grhsa

Verify your contact information in the Glen Rock Federated HSA 2021-22 directory

2) Click on Link to Access Your Profile in MobileArq

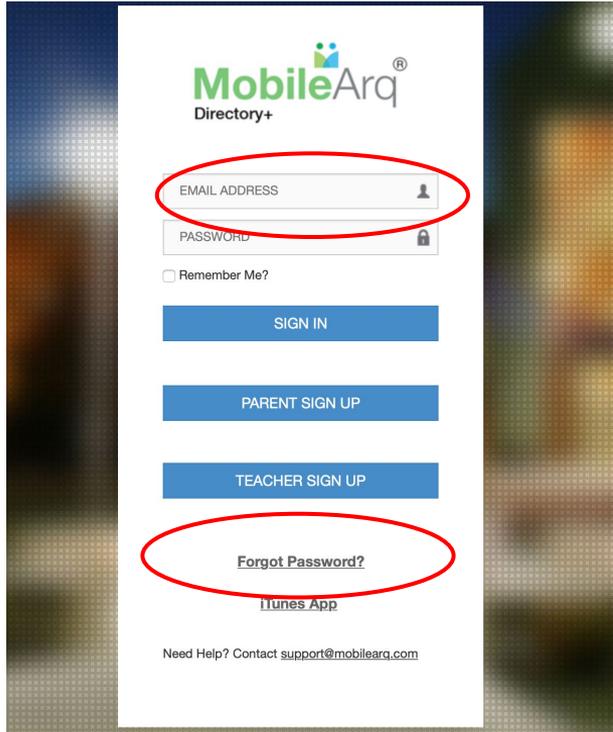
Note: This email link is only good for 24 hours from being sent. If you need another link, see next slide.

Note: The Directory is reset each year; so even folks who registered last year will have to register again and update their information.



1A) How to Create Your MobileArq Account if you missed the original invite email

www.grfederatedhsa.mobilearq.com

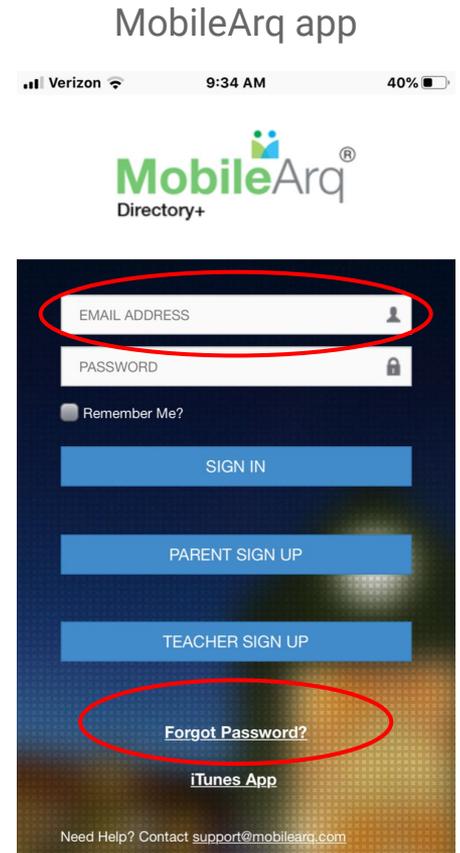


You can access the MobileArq directory either online or via the MobileArq App.

To log in the first time, put the email you use with the Genesis System in the “email address” field, and then request a new password using the “Forgot Password?” link.

That will generate another “Click to Verify” email to you.

Note: Do not use the Parent Sign Up Button!



Note: The Directory is reset each year; so even those who registered last year will have to register again and update their information.

3) Create/Update Your Password

On your first login, you will be immediately asked to set your new password.

After you successfully change your password, then go to “Settings” (the gear symbol) and choose “Edit Profile”

MobileArq
Glen Rock Schools
QUICK SEARCH X
Parents
Students
Faculty & Staff
School Info
Change Password
The password must have 8 characters minimum and include a number, an uppercase letter and a special character (!@#\$%^&*()+=<->.).
New password
Enter new password
Confirm new password
Confirm new password
CHANGE PASSWORD
Logout



4) Edit Your Profile

Once you are in your profile, you can change any of the information

The starting information comes from the official Glen Rock School District record for your family, from the Genesis system.

If available, the starting profile includes and makes visible to all users:: Names of parents, home address, home phone, parent emails, child name(s), child grade(s).



A screenshot of the 'EDIT USER PROFILE' form. At the top right, there are links for 'Privacy Settings' and 'Global Privacy Settings'. Below these, 'Global Privacy Settings' is set to 'Everyone'. The form contains input fields for 'Family Name' (with 'Testfamily' entered), 'Parent 1' (with 'TestParent1' entered), 'Middle Name' (with 'Middle Name' entered), 'Last Name' (with 'testlast' entered), and 'Suffix' (with 'Suffix' entered). Below this is a section for 'Parent 2' with a 'First Name (Middle Name)' field.

A screenshot of the 'Contact Details' form. It starts with a dropdown menu set to 'Everyone' and the instruction 'Select the option 'Everyone' to share your information with the parents'. Below are input fields for 'Street Address' (1 PTA LANE), 'City, State, ZIP Code' (Glen Rock, NJ 07452), 'Home Phone', 'Cell Phone 1', 'Cell Phone 2', 'Email Address 1' (testptauser80@gmail.com), 'Email Address 2', 'Work Phone 1', 'Work Phone 2', and 'Other Information'.

A screenshot of the 'Child 1' form. It contains input fields for 'First Name' (Testchild), 'Middle Name', 'Last Name' (TESTfamily), 'Suffix', 'School' (Glen Rock Schools), 'Class' (GRMS, 7), and 'Living with' (Yes). There is an 'Add Child' button and a '* Required Fields' note. At the bottom right are 'Update', 'Cancel', and 'Back' buttons.

Edit Your Profile (cont'd)

You can choose to update this information, such as:

- Update address
- Add/change emails
- Add cell phone numbers
- Change formal names to nicknames

Just note: any changes made here will NOT be sent back to the GR School District. To make changes/update in the Genesis system, please contact your school secretary.

A screenshot of the 'EDIT USER PROFILE' form. At the top right, there are 'Global Privacy Settings' and 'Privacy Settings' (Everyone). Below that is a 'Family Name' field with 'TEstfamily' entered. There are sections for 'Parent 1' and 'Parent 2', each with fields for First Name, Middle Name, Last Name, and Suffix. The 'Parent 1' fields contain 'TEstPARENT1', 'Middle Name', 'testlast', and 'Suffix'.A screenshot of the 'Contact Details' form. It starts with a note: 'Select the option 'Everyone' to share your information with the parents'. Below are several fields: 'Street Address' (1 PTA LANE), 'City, State, ZIP Code' (Glen Rock, NJ 07452), 'Home Phone', 'Cell Phone 1', 'Cell Phone 2', 'Email Address 1' (testptaus80@gmail.com), 'Email Address 2', 'Work Phone 1', 'Work Phone 2', and 'Other Information'. Each field has a dropdown menu set to 'Everyone'.A screenshot of the 'Child 1' form. It has fields for 'First Name' (Testchild), 'Middle Name', 'Last Name' (TESfamily), 'Suffix', 'School' (Glen Rock Schools), 'Class' (GRMS, 7), and 'Living with' (Yes). There is an 'Add Child' button and a note '* Required Fields'. At the bottom right are 'Update', 'Cancel', and 'Back' buttons.

Edit Your Profile (cont'd)

You can choose also to change which elements are visible to all users using the “Privacy Settings”.

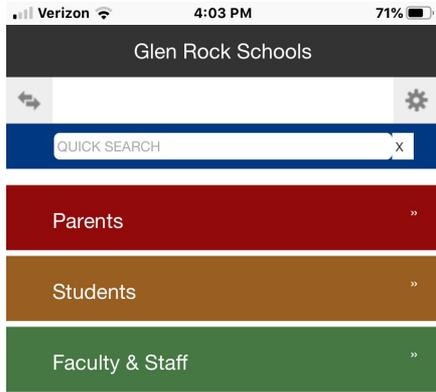
You can set the Global Privacy Settings to “None” to hide all of your family information.

You can set the Privacy Settings for certain individual elements to “None” if you want to hide that information.

The screenshot displays the 'EDIT USER PROFILE' interface. On the left, a navigation menu contains 'Logout', 'Edit Profile' (circled in red), and 'Change Password'. The main content area is divided into sections for 'Parent 1' and 'Parent 2'. The 'Parent 1' section includes fields for 'Family Name' (TestFamily), 'First Name' (TestParent1), 'Middle Name' (Middle Name), 'Last Name' (testlast), and 'Suffix' (Suffix). The 'Parent 2' section is titled 'Contact Details' and includes a note: 'Select the option 'Everyone' to share your information with the parents'. It lists various contact fields with corresponding privacy dropdown menus: 'Street Address' (1 PTA LANE, Everyone), 'City, State, ZIP Code' (Glen Rock, NJ 07452, Everyone), 'Home Phone' (Everyone), 'Cell Phone 1' (Everyone), 'Cell Phone 2' (Everyone), 'Email Address 1' (testptauser80@gmail.com, Everyone), 'Email Address 2' (Everyone), 'Work Phone 1' (None), 'Work Phone 2' (None), and 'Other Information'. A red circle highlights the privacy dropdowns for the contact details, and a red arrow points from the 'Global Privacy Settings' dropdown (set to 'Everyone') in the top right to the 'Cell Phone 2' dropdown.

Use the Parent Directory

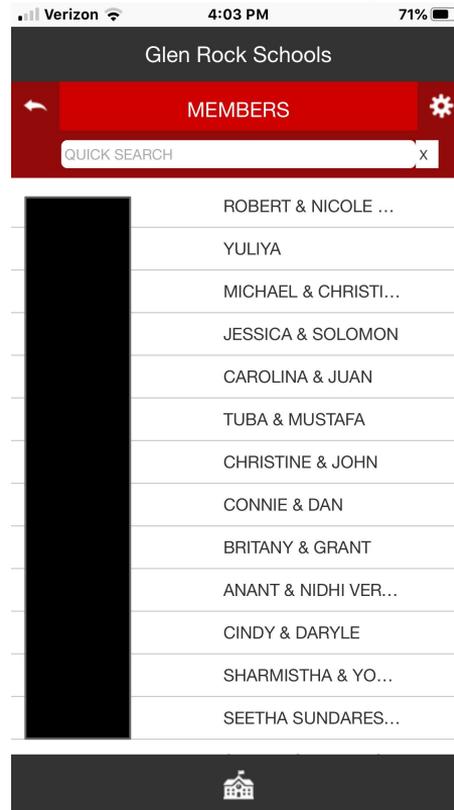
HOME SCREEN



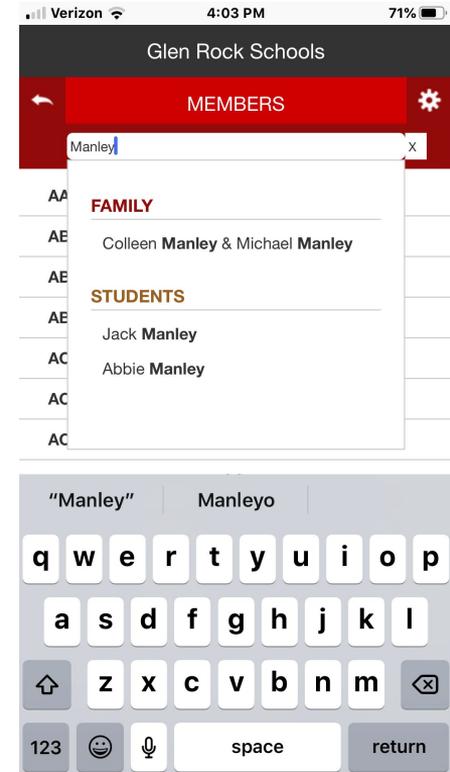
Note: The Faculty & Staff tab only has the names of faculty & staff who have requested access to the directory.



Click on “Parents” Tab to see Alphabetical Listing of Families (blacked out for privacy here)

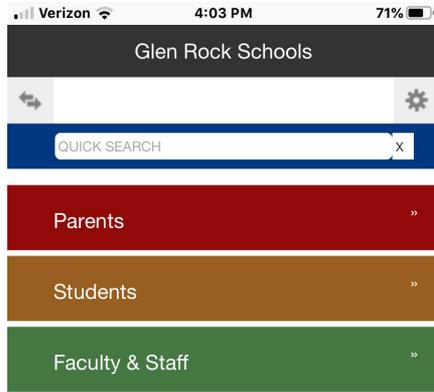


Use Search Bar to find individual family listing. Click on family or student to see Profile info.



Use the Student Directory

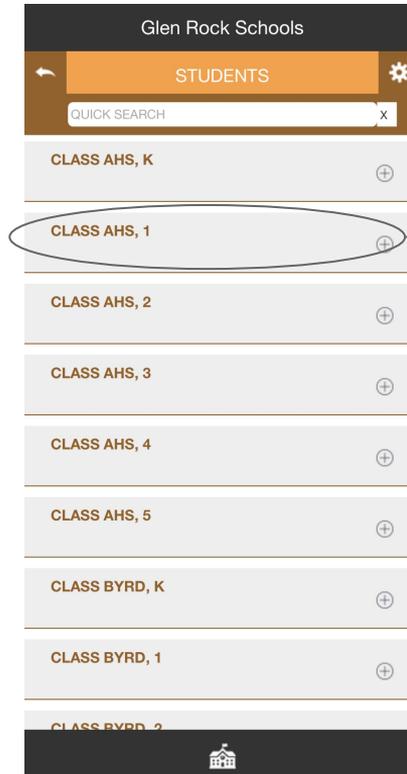
HOME SCREEN



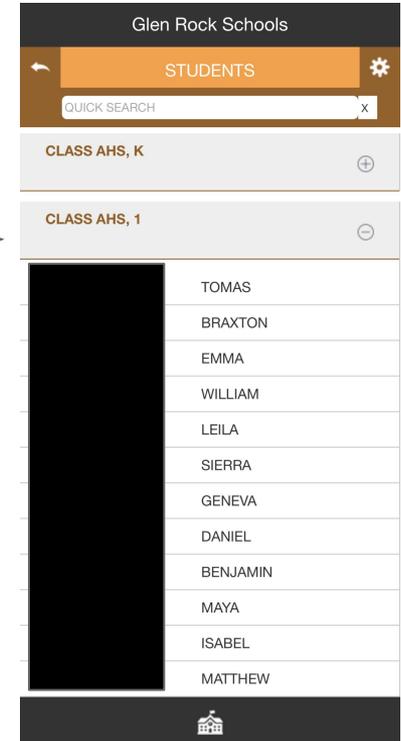
Note: The Faculty & Staff tab only has the names of faculty & staff who have requested access to the directory.



Click on “Students” Tab to see Listing of Grades By School

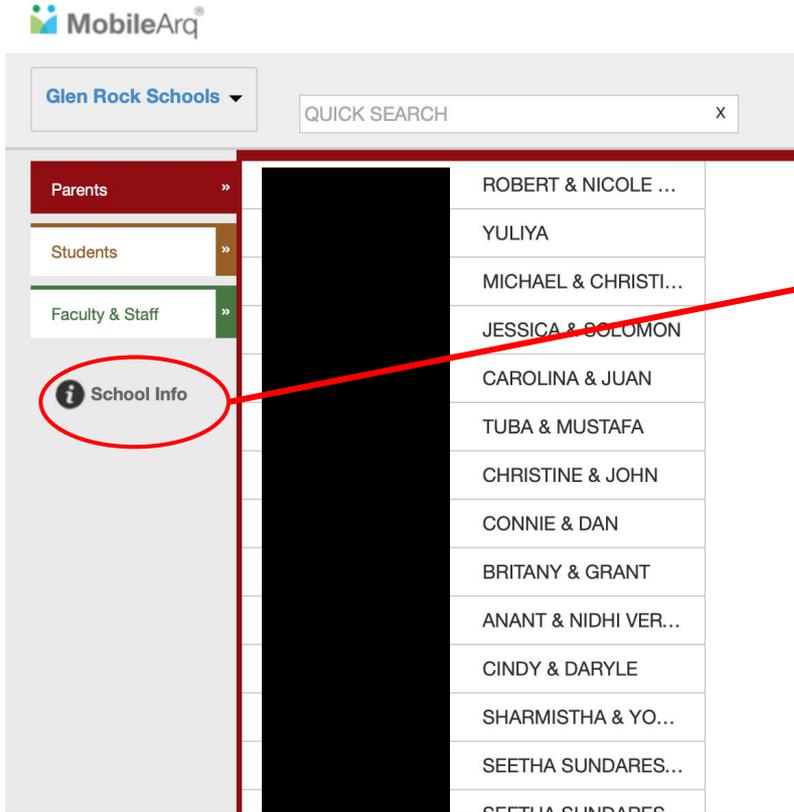


Click on a School/Grade label to see the Student list. Click on a name to see Profile Info.



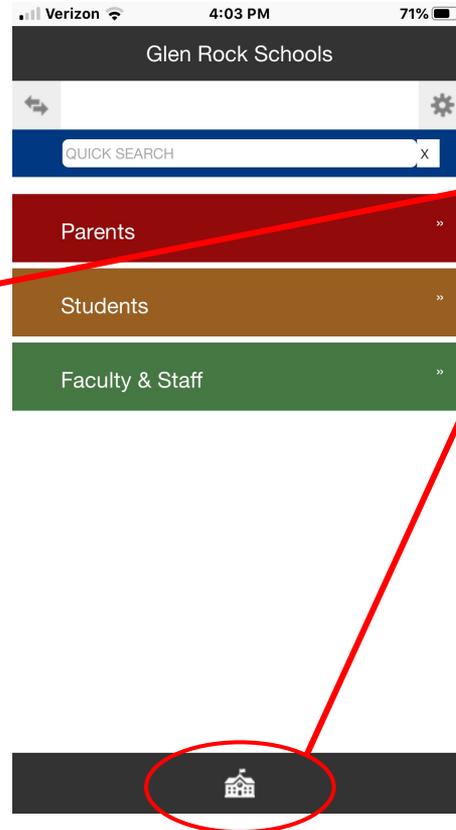
Frequently Use Numbers & Websites

MobileArq Website Home Screen

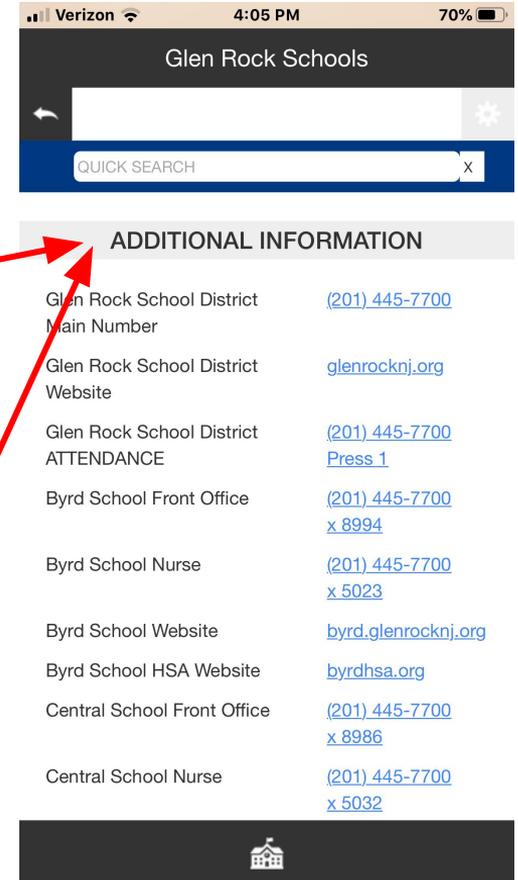


The MobileArq Website Home Screen for Glen Rock Schools. It features a search bar at the top with the text "Glen Rock Schools" and a "QUICK SEARCH" field. Below the search bar is a navigation menu with three main categories: "Parents" (highlighted in red), "Students" (highlighted in brown), and "Faculty & Staff" (highlighted in green). A red circle highlights the "School Info" link in the "Parents" category. To the right of the navigation menu is a list of names, including "ROBERT & NICOLE ...", "YULIYA", "MICHAEL & CHRISTI...", "JESSICA & SOLOMON", "CAROLINA & JUAN", "TUBA & MUSTAFA", "CHRISTINE & JOHN", "CONNIE & DAN", "BRITANY & GRANT", "ANANT & NIDHI VER...", "CINDY & DARYLE", "SHARMISTHA & YO...", and "SEETHA SUNDARES...".

MobileArq App Home Screen



The MobileArq App Home Screen for Glen Rock Schools. It features a search bar at the top with the text "Glen Rock Schools" and a "QUICK SEARCH" field. Below the search bar is a navigation menu with three main categories: "Parents" (highlighted in red), "Students" (highlighted in brown), and "Faculty & Staff" (highlighted in green). A red circle highlights the home icon at the bottom of the screen.



The MobileArq App Home Screen for Glen Rock Schools, showing additional information. It features a search bar at the top with the text "Glen Rock Schools" and a "QUICK SEARCH" field. Below the search bar is a section titled "ADDITIONAL INFORMATION" with the following details:

- Glen Rock School District Main Number: [\(201\) 445-7700](tel:(201)445-7700)
- Glen Rock School District Website: glenrocknj.org
- Glen Rock School District ATTENDANCE: [\(201\) 445-7700](tel:(201)445-7700) [Press 1](tel:(201)445-7700)
- Byrd School Front Office: [\(201\) 445-7700](tel:(201)445-7700) [x 8994](tel:(201)445-7700)
- Byrd School Nurse: [\(201\) 445-7700](tel:(201)445-7700) [x 5023](tel:(201)445-7700)
- Byrd School Website: byrd.glenrocknj.org
- Byrd School HSA Website: byrdhsa.org
- Central School Front Office: [\(201\) 445-7700](tel:(201)445-7700) [x 8986](tel:(201)445-7700)
- Central School Nurse: [\(201\) 445-7700](tel:(201)445-7700) [x 5032](tel:(201)445-7700)

QUESTIONS?

contact

GRFedHSADirectory@gmail.com