

How to use the Glen Rock Federated HSA Online Directory

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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 [Mobilearq.com\schooldirectory](https://mobilearq.com/schooldirectory) or through the [MobileArq App](#).

Comprehensive: Some schools have their own directories, but the Federated Directory includes all* families in the district and lists all schools/classes 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) Create Your MobileArq account: Open the Invitation from support-grhsa@mobilearq.com

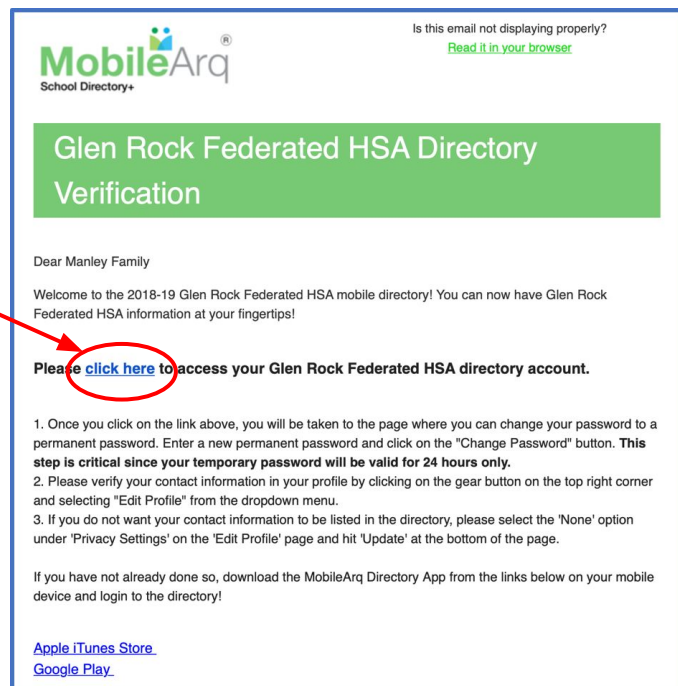
□ ☆ > support-grhsa

Inbox Verify your contact information in the Glen Rock Federated HSA 2018-19 directory -

2) Click on Link to Access Your Profile in MobileArq

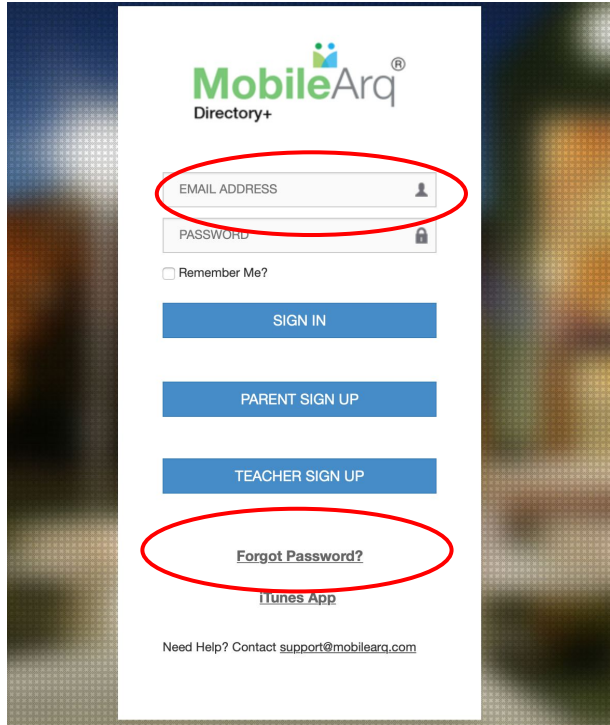
Note: This email link is only good for 24 hours from being sent. If you need another link, see next slide.

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.mobilearq.com/schooldirectory



The image shows the MobileArq Directory+ login page. The 'EMAIL ADDRESS' field is circled in red. Below it is the 'PASSWORD' field, also with a red circle around it. There is a 'Remember Me?' checkbox. Below these are three blue buttons: 'SIGN IN', 'PARENT SIGN UP', and 'TEACHER SIGN UP'. At the bottom, the text 'Forgot Password?' is circled in red, followed by 'iTunes App' and 'Need Help? Contact support@mobilearq.com'.

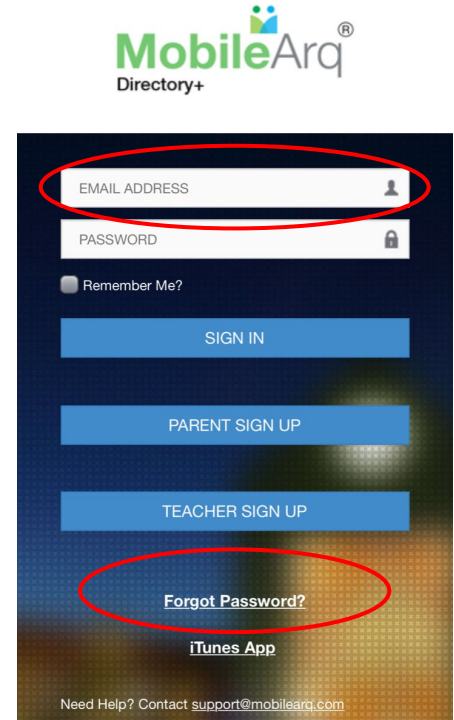
You can access the MobileArq directory either online or via the MobileArq App.

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.

MobileArq app

Verizon 9:34 AM 40%



The image shows the MobileArq app login screen. The 'EMAIL ADDRESS' field is circled in red. Below it is the 'PASSWORD' field, also with a red circle around it. There is a 'Remember Me?' checkbox. Below these are three blue buttons: 'SIGN IN', 'PARENT SIGN UP', and 'TEACHER SIGN UP'. At the bottom, the text 'Forgot Password?' is circled in red, followed by 'iTunes App' and 'Need Help? Contact support@mobilearq.com'.

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

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

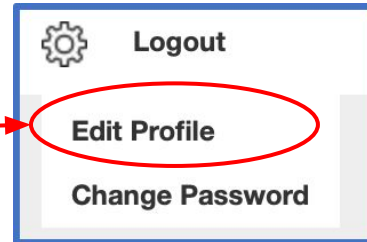
Enter new password

Confirm new password

Confirm new password

CHANGE PASSWORD

Logout

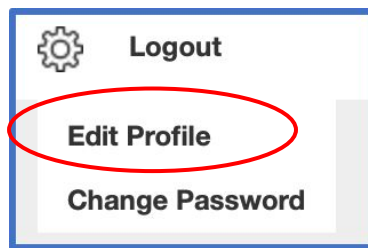


4) Edit Your Profile

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 class(es).

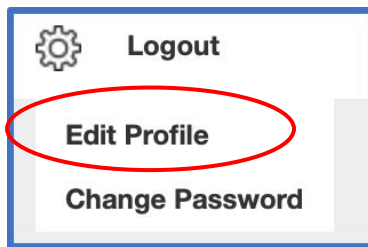
A screenshot of the 'EDIT USER PROFILE' form. At the top right, there are links for 'Global Privacy Settings' and 'Privacy Settings'. Below these, the 'Family Name' is set to 'Testfamily'. The form is divided into sections for 'Parent 1' and 'Parent 2'. Under 'Parent 1', there are fields for 'First Name' (TestParent1), 'Middle Name' (Middle Name), 'Last Name' (testlast), and 'Suffix' (Suffix). Under 'Parent 2', there is a field for 'First Name (Middle Name)'.A screenshot of the 'Contact Details' form. It starts with a note: 'Select the option 'Everyone' to share your information with the parents'. Below this, there are 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' (testptouser80@gmail.com), 'Email Address 2', 'Work Phone 1', 'Work Phone 2', and 'Other Information'. To the right of the address and city fields, there are dropdown menus for 'Everyone'.A screenshot of the 'Child 1' form. It has fields for 'First Name' (Testchild), 'Middle Name', 'Last Name' (TESTfamily), 'Suffix', 'School' (Glen Rock Schools), 'Class' (GRMS, 7), and 'Living with' (Yes). At the bottom, there is an 'Add Child' button and a note '* Required Fields'. At the very bottom right, there are buttons for 'Update', 'Cancel', and 'Back'.

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.



EDIT USER PROFILE

Global Privacy Settings Privacy Settings
Everyone 

Family Name

Parent 1

First Name

Middle Name


Last Name


Suffix


Parent 2

Contact Details

Select the option 'Everyone' to share your information with the parents

Street Address Everyone 

City, State, ZIP Code Everyone 

Home Phone Everyone 

Cell Phone 1

Cell Phone 2

Email Address 1

Email Address 2

Work Phone 1

Work Phone 2

Other Information


Child 1


First Name


Middle Name

Last Name

Suffix

School 

Class 

Living with 

* Required Fields

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. At the top left, a navigation menu includes a gear icon, 'Logout', 'Edit Profile' (circled in red), and 'Change Password'. The main form is titled 'EDIT USER PROFILE' and contains sections for 'Family Name', 'Parent 1', and 'Parent 2'. The 'Family Name' section has a text input field containing 'TestFamily' and a 'Privacy Settings' dropdown menu set to 'Everyone' (circled in red). The 'Parent 1' section includes fields for 'First Name' (TestParent1), 'Middle Name', 'Last Name' (testlast), and 'Suffix'. The 'Parent 2' section is partially visible. Below these is the 'Contact Details' section, which instructs the user to 'Select the option 'Everyone' to share your information with the parents'. It lists various contact 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' (testptauser80@gmail.com), 'Email Address 2', 'Work Phone 1', 'Work Phone 2', and 'Other Information'. Each field has a corresponding privacy dropdown menu. The 'Cell Phone 2' dropdown is circled in red, and an arrow points from the text 'You can set the Privacy Settings for certain individual elements to “None” if you want to hide that information.' to it. Other dropdowns are set to 'Everyone' or 'None'.

Logout

Edit Profile

Change Password

EDIT USER PROFILE

Family Name: TestFamily

Privacy Settings: Global Privacy Settings: Everyone

Parent 1

First Name: TestParent1

Middle Name: Middle Name

Last Name: testlast

Suffix: Suffix

Parent 2

Contact Details

Select the option 'Everyone' to share your information with the parents

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:

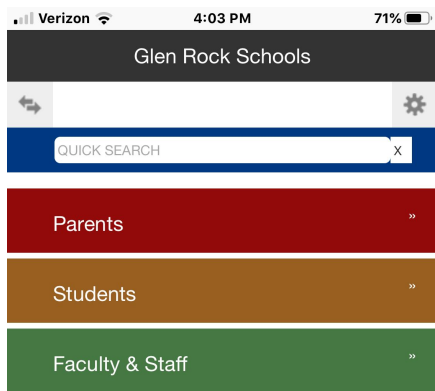
Work Phone 2:

Other Information:

Privacy Settings for Contact Details: Everyone, Everyone, Everyone, Everyone, Everyone, Everyone, None, None

Use the Parent Directory

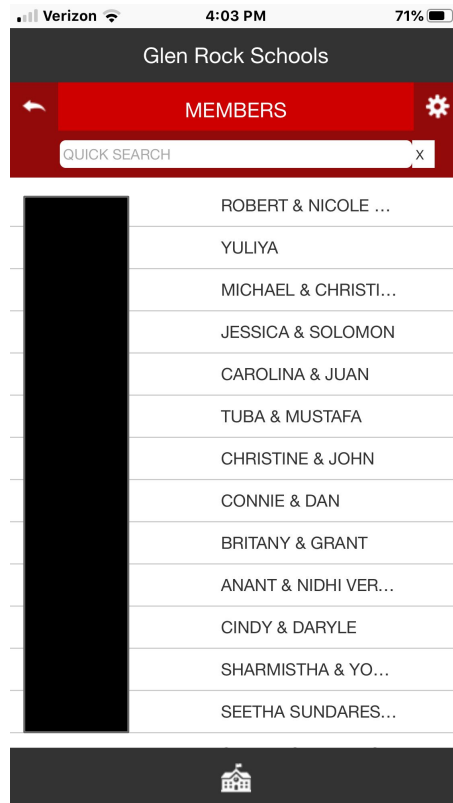
HOME SCREEN



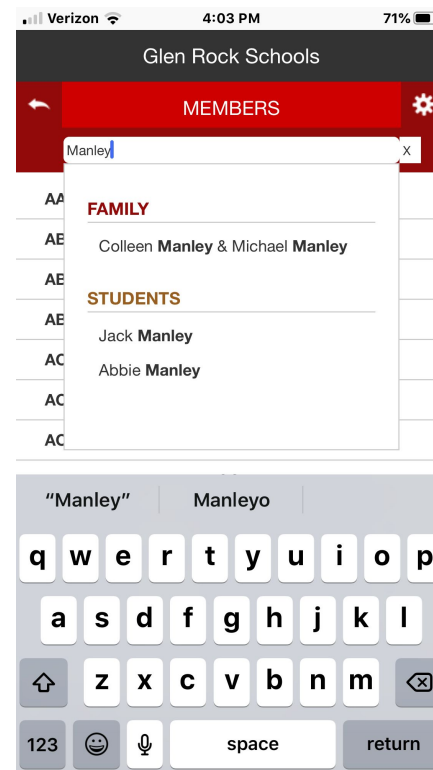
Note: The Faculty & Staff tab only has the names of faculty & staff who have requested access to the directory.



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

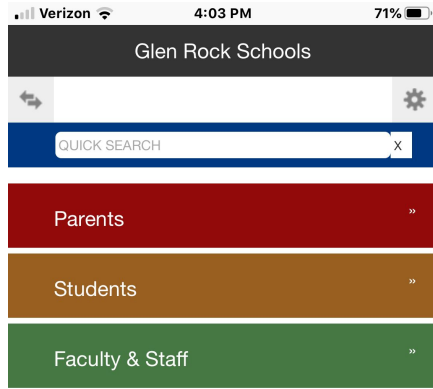


Use Search Bar to find individual family listing. Click on family or student to see Profile info.



Use the Student Directory

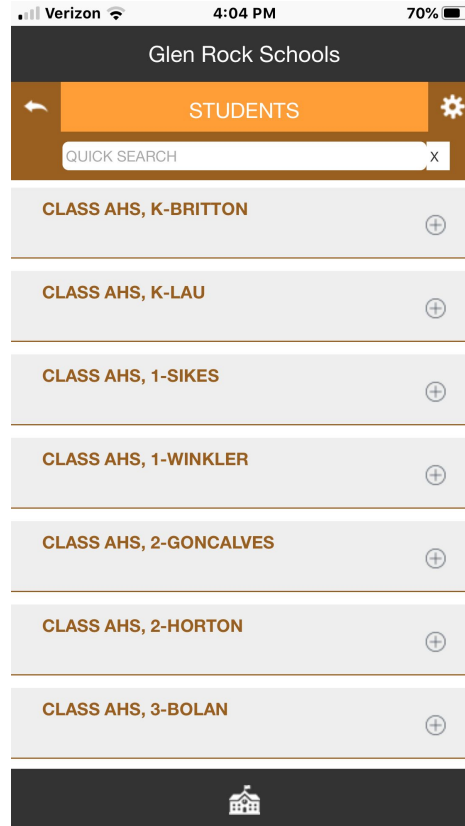
HOME SCREEN



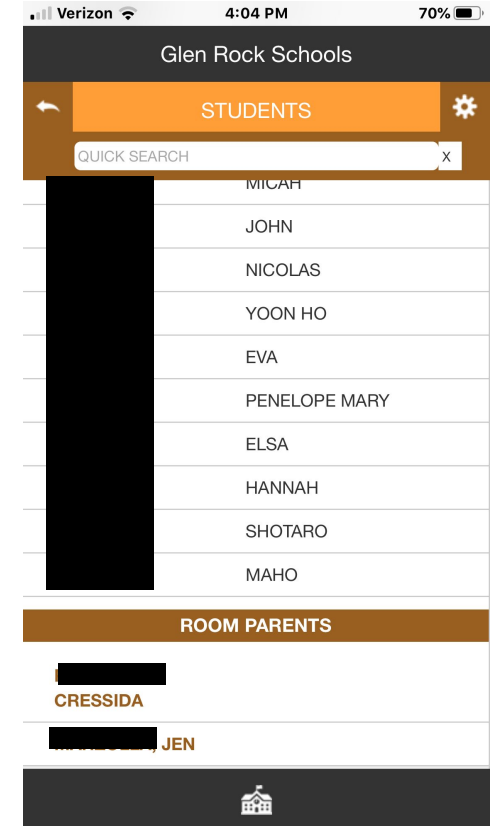
Note: The Faculty & Staff tab only has the names of faculty & staff who have requested access to the directory.



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

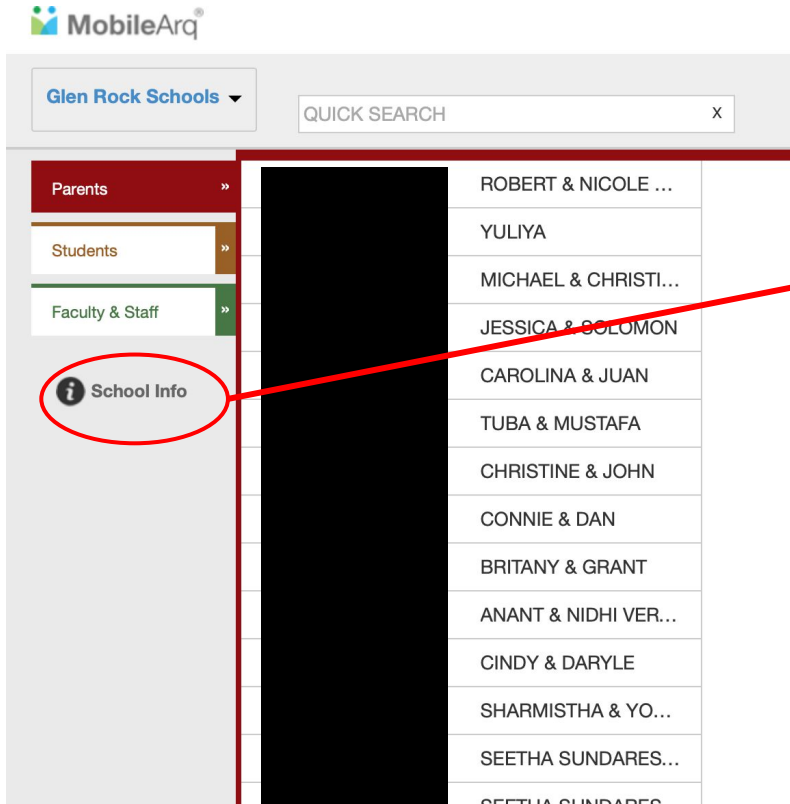


Click on a Class to see the Student list and Class Parents. Click on a name to see Profile Info.



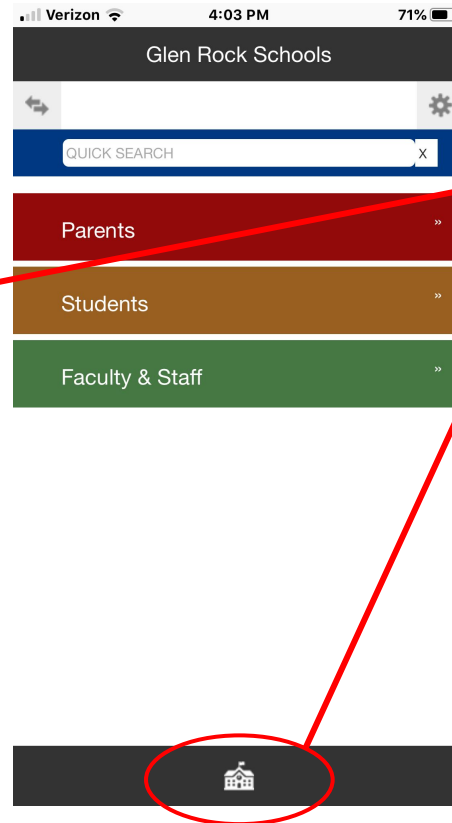
Frequently Use Numbers & Websites

MobileArq Website Home Screen

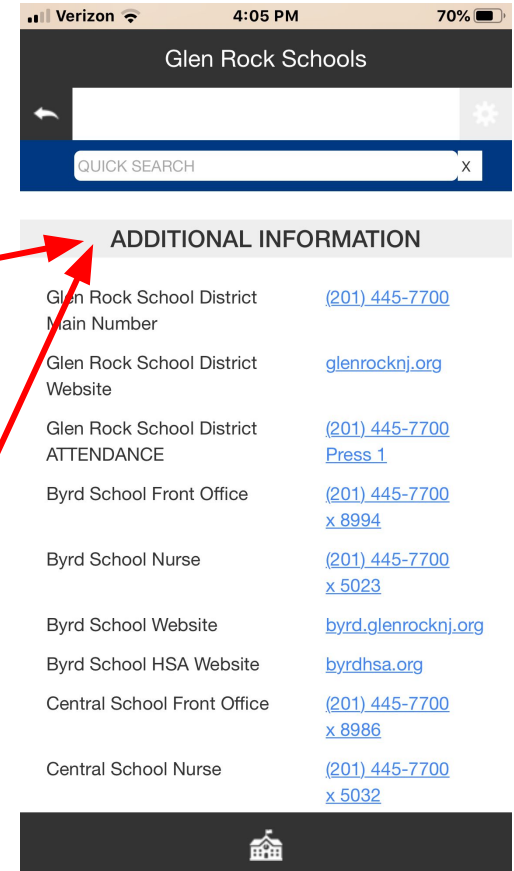


The MobileArq Website Home Screen features a top navigation bar with the MobileArq logo, a dropdown menu for 'Glen Rock Schools', and a 'QUICK SEARCH' field. A left sidebar contains links for 'Parents', 'Students', 'Faculty & Staff', and 'School Info' (circled in red). The main content area displays 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...', 'SEETHA SUNDARES...', and 'SEETHA SUNDARES'.

MobileArq App Home Screen



The MobileArq App Home Screen displays the 'Glen Rock Schools' header, a 'QUICK SEARCH' field, and a sidebar with links for 'Parents', 'Students', and 'Faculty & Staff'. A red circle highlights the 'School Info' icon in the bottom navigation bar, with a red arrow pointing from it to the 'School Info' link in the desktop version's sidebar.



The MobileArq App Home Screen displays the 'Glen Rock Schools' header, a 'QUICK SEARCH' field, and an 'ADDITIONAL INFORMATION' section. The 'ADDITIONAL INFORMATION' section lists various contact details and links, including phone numbers and websites for the Glen Rock School District, Byrd School, and Central School. A red arrow points from the 'School Info' icon in the bottom navigation bar to the 'ADDITIONAL INFORMATION' section.

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

QUESTIONS?

CONTACT SUPPORT@mobilearq.com

Or

GRFedHSADirectory@gmail.com

The GR Federated HSA Online Directory Team:

Colleen Manley, Director: GRFedHSADirectory@gmail.com

Byrd: Sara Macdonald: saramac616@gmail.com

Coleman: Sarah Goldberg: sgoldberg623@gmail.com

Central: Kara McGrinder: karaheather@gmail.com

Hamilton: Liz Sonzogni: lizpowell77@yahoo.com

MS/HS: Lauren Munshower: lauren_munshower@yahoo.com