

## Tech-Tip: Updating Staff Emergency Call Out Notification

### Accessing Attendance and Payroll Information


*(To change emergency Call Out and Contact information and view Attendance and Payroll information)*

1) Go to <https://www.rpsshrportal.com/Login.aspx>

For First Time logins OR Forgotten Password ONLY see 1a below

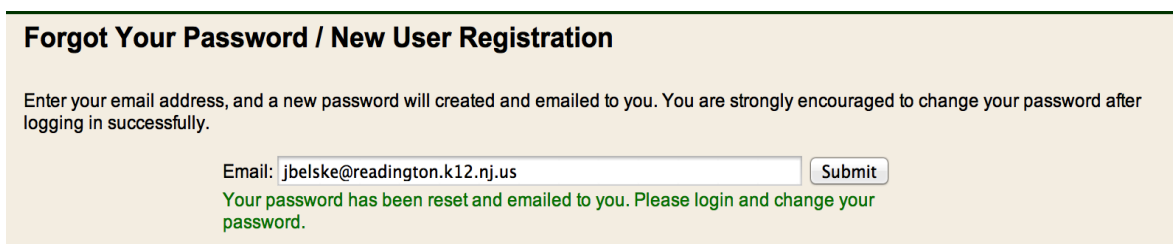
(If you know your password got to Step 3)

1a) Click Forgot Password / New User Registration > Go to your email to activate or reset your password for your account.



The screenshot shows the Readington Board of Education login page. At the top, there is a dark green header with the text "Readington Board of Education" and a small circular logo on the left. Below the header, there are links for "Home" and "Help". The main content area is light beige and contains a "Login" section with two input fields for "Email:" and "Password:", and a "Log In" button. A red arrow points to a link below the password field that reads "Forgot Password / New User Registration".

1) Enter your school Email address > Click Submit

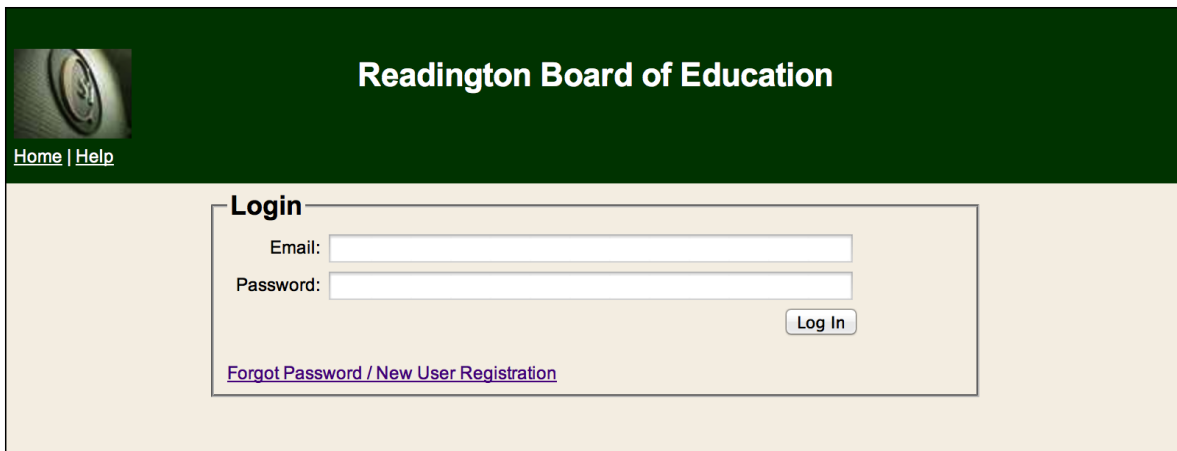



The screenshot shows the "Forgot Your Password / New User Registration" page. It has a light beige background. At the top, the title "Forgot Your Password / New User Registration" is displayed. Below the title, there is a paragraph of text: "Enter your email address, and a new password will created and emailed to you. You are strongly encouraged to change your password after logging in successfully." Below this text is an input field for "Email:" containing the text "jbelske@readington.k12.nj.us" and a "Submit" button. Below the input field, there is a green message: "Your password has been reset and emailed to you. Please login and change your password." A red arrow points to the "Submit" button.

2) Log into your email and look for the Email Subject: **Readington Portal Password**

2b) Copy your password in the email and then return to:  
<https://www.rpshrportal.com/Login.aspx>

3) Enter your Email address and Password and click **Log In**



 **Readington Board of Education**

[Home](#) | [Help](#)

**Login**

Email:

Password:

[Forgot Password / New User Registration](#)



### **You can change and modify the following fields**

4) At the Demographics Screen

To change School Messenger (Call Out) notifications for school closings and delays you can change the following fields.

**NOTE: You MUST fill out these at least one of these fields to be notified of school closings or delays.**

- ➡ Call Out Phone: (Primary Phone or Cell number to call out to)
- ➡ Call Out Cell: (Secondary Phone or Cell number to call out to OPTIONAL)
- ➡ Call Out Text: (Cell number you would like to receive text messages to OPTIONAL)
- ➡ Call Out Email: (Email address you would like to receive notifications to OPTIONAL)

**To change emergency contact information:**

- ➡ Emergency Contact: (Person to contact in an emergency)
- ➡ Emergency Relation: (Relationship to you)
- ➡ Emergency Phone: (Phone number to reach emergency contact at)

Change Password | jbelske@readington.k12.nj.us |

## Readington Board of Education

[Home](#) | [Demographics](#) | [Attendance](#) | [Payroll](#) | [Help](#)

**Demographics** [Print](#) Valid as of: 02/21/13

ID# :	<input type="text"/>	Address :	<input type="text"/>
First Name :	<input type="text" value="J"/>	Address 2 :	<input type="text"/>
Middle Name :	<input type="text"/>	City :	<input type="text"/>
Last Name :	<input type="text"/>	State :	<input type="text"/>
➡ Call Out Phone :	<input type="text"/>	Zip Code :	<input type="text"/>
➡ Call Out Cell Phone :	<input type="text"/>	Emergency Contact :	<input type="text"/>
➡ Emergency Relation :	<input type="text"/>	Emergency Phone :	<input type="text"/>
Employee Birth Date :	<input type="text"/>	Start Date :	<input type="text"/>
➡ Call Out Text :	<input type="text"/>	Call Out Email :	<input type="text"/>

**5) Click SAVE once updated**

Note: To change your password click the Change Password link (upper right corner of screen)

### **EMERGENCY CALLING SYSTEM – Receiving Text Message Notification**

Our school district uses School Messenger for automated emergency notifications about weather-related delayed openings and school closings, though we can use the system for other notifications also. Families have the option to receive text message notifications in addition to the usual phone messages.

It's very simple to arrange for text messages. See below!

- Text the word, subscribe, to 68453. That's it! You've completed the opt-in process.
- You'll know you were successful if you receive the following automatic response SMS message: "You are registered to receive approx 3 msgs/mo. Txt STOP to quit, HELP for help."

Note: The automatic response message above does not mean that you may only receive 3 text messages per month. It's merely an approximation required by the wireless carriers to give the recipients an approximation of the number of messages they can expect to receive.

- You can unsubscribe at any time. Text the word, stop, to 68453.
- I encourage you to add text messaging to your phone so that you have another means of receiving emergency information from the

school district.


## Viewing Attendance and Payroll information

- 6) To view vacation and sick days click the **Attendance** Link.



The screenshot shows the Readington Board of Education website. The header is dark green with a logo on the left and the text "Readington Board of Education" on the right. Below the header is a navigation bar with links: Home, Demographics, Attendance, Payroll, and Help. The "Attendance" link is highlighted. Below the navigation bar is a section titled "Attendance" with a "Print" link. Below this is a table with four columns: Type, Allowed, Used, and Remaining.

Type	Allowed	Used	Remaining
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- 7) To view Payroll data click  **Payroll** link, Select Paycheck from menu to view.



# Readington Board of Education

[Home](#) | [Demographics](#) | [Attendance](#) | [Payroll](#) | [Help](#)

**Year to Date** [Print](#)

Valid as of: 02/27/13

## Paycheck Details

Select Paycheck: 

Check #	-		-	Amount	↓
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