Tech-SOP Updating Staff Emergency Call Out Notification
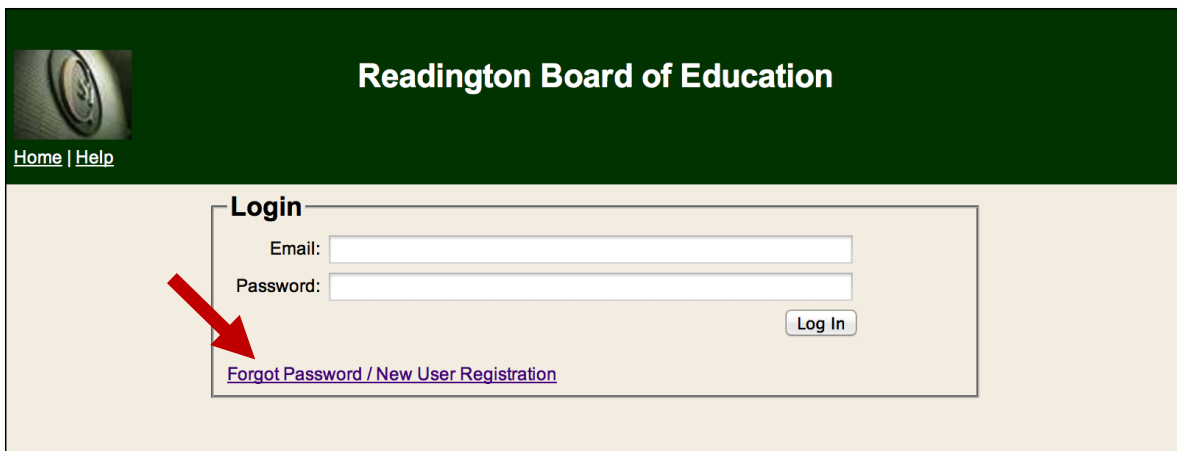
Accessing Attendance and Payroll Information

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

1) From a computer/laptop located in District or through a VPN account.

   Go to http://personnel.readington.k12.nj.us

   For first time login Click Forgot Password / New User Registration

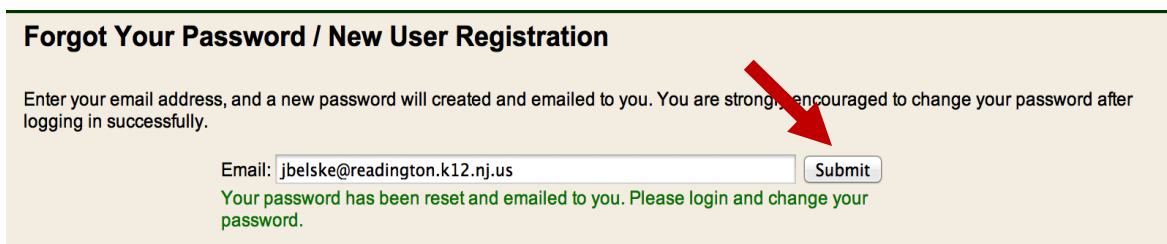**Readington Board of Education**

Home | Help

Login

Email: _____

Password: _____

[Log In]

Forgot Password / New User Registration

2) Enter your school Email address > Click Submit

Forgot Your Password / New User Registration

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.

Email: jbelske@readington.k12.nj.us [Submit]

Your password has been reset and emailed to you. Please login and change your password.

3) Log into your email and look for the Email Subject: **Readington Portal Password**
   3b) Copy your password in the email and then return to: http://personnel.readington.k12.nj.us

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

Readington Board of Education

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Login

Email: [_____]

Password: [_____]

[Log In]

Forgot Password / New User Registration

You can change and modify the following fields

5) 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)

6) Click SAVE once updated

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

Viewing Attendance and Payroll information

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

8) To view Payroll data click **Payroll** link, Select Paycheck from menu to view.