

Tech-SOP Updating Staff Emergency Call Out Notification

Accessing Attendance and Payroll Information

Rev11317 (updated screenshots)

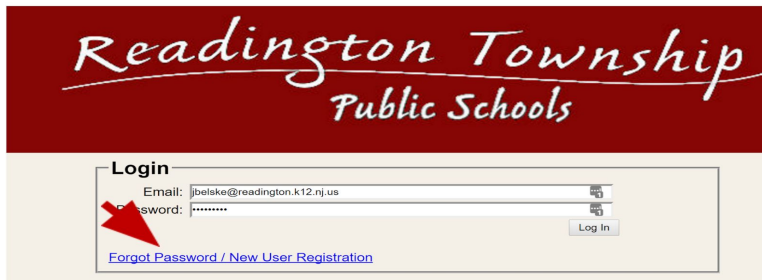
(To change emergency Call Out and Contact information and view Attendance and Payroll information)

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

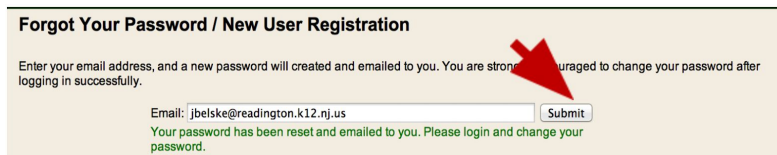
For First Time logins OR Forgotten Password ONLY see 1a below

(If you know your password go to Step 4)

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



- 2) Enter your school Email address > Click Submit



- 3) 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>

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



You can change and modify the following fields

1) 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

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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"/>

2) 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

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

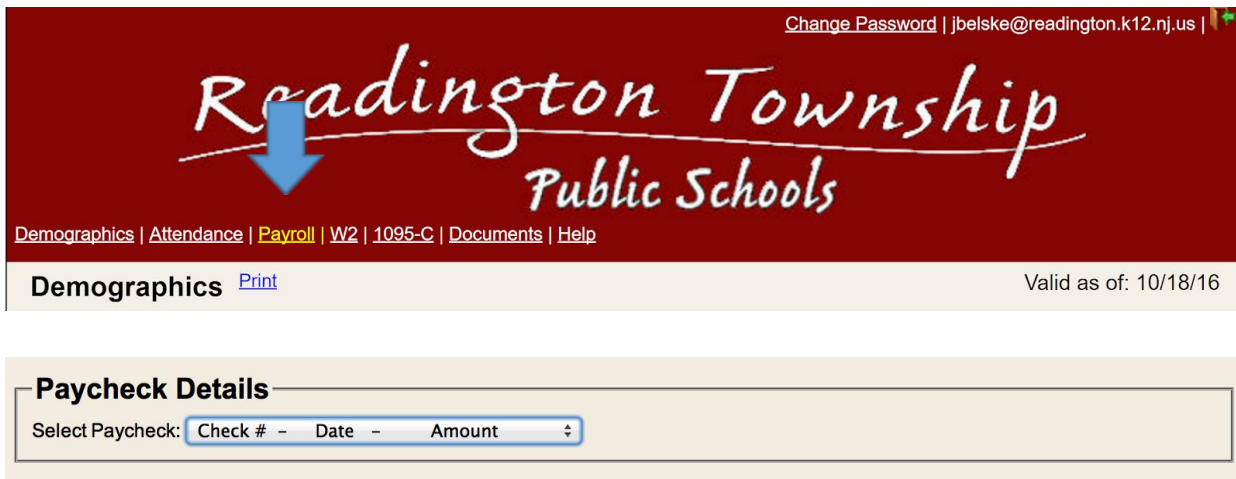



Change Password | jbelske@readington.k12.nj.us | 


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



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

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Paycheck Details

Select Paycheck: