

REALTIME LOGIN INSTRUCTIONS

PLEASE NOTE, IN ORDER TO RECEIVE EMERGENCY CLOSING NOTIFICATIONS (INCLEMENT WEATHER, ETC) YOU MUST FILL OUT YOUR PREFERRED CONTACT METHOD IN REALTIME

To access Realtime, go to

www.lakewoodpiners.org

Hover mouse over Staff, and click Realtime

See your building secretary for your login credentials.

After logging in initially, it will bring you to this screen:

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar contains a vertical list of links: My Security, Contact, Page Notes, Calendar, My Menu, Questions, Password, and File Library. An upward-pointing arrow is positioned to the left of this menu. The main content area has a header with the text "test tester" and "Security Questions 1". Below the header, it displays user information: "ID: 15117 | School: 050 | Position: Teacher | Role: Teacher" and a note: "You are required to answer a minimum of 1 question." The main area contains a list of ten security questions, each followed by a text input field and a "save" button. An arrow points from the right towards the "save" buttons. The questions are: "What was your childhood nickname?", "In what city did you meet your spouse/significant other?", "What is the name of your favorite childhood friend?", "What street did you live on in third grade?", "What is the middle name of your youngest child?", "What is your oldest sibling's middle name?", "What was the name of your first stuffed animal?", "What was the last name of your third grade teacher?", "In what city does your nearest sibling live?", and "In what city or town was your first job?". The last question has "lakewood" entered in the input field. The final question is "What is the name of a college you applied to but didn't attend?".

You must answer a minimum of one security question and click save. After doing so, click password.

Old Password:

New Password:

Retype New Password:

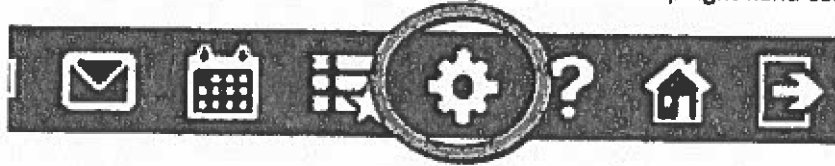
Your old password is your initial password provided by your building secretary

Choose and enter your new password as prompted and click save.

After confirmation of your new password being saved it will bring you to your home screen.

EMERGENCY CLOSING NOTIFICATION SYSTEM

From your home screen in Realtime, click the gear icon in the top right hand corner:



It will bring you to your preferences screen.

Click the Contact tab on the left hand side of the screen.

Address:

City, State, Zip:

Office Phone/Extension:

☐ Email ☐ Email Address:

☐ Email Address 2:

Call	Text	Phone Type	Number	Name
☐	☐	Main Phone:	<input type="text"/>	<input type="text"/>
☐	☐	Mobile	<input type="text"/>	<input type="text"/>
☐	☐	Phone Type	<input type="text"/>	<input type="text"/>
☐	☐	Phone Type	<input type="text"/>	<input type="text"/>
☐	☐	Phone Type	<input type="text"/>	<input type="text"/>

Vehicle Tag:

Alt Vehicle Tag:

Spouse:

Notes:

Save

It will bring you to your contact page, where you can enter your phone number and/or email address.

Make sure to check the box for whichever option you would like to receive your emergency notification – email, call, text (you can pick multiple options).

Click Save after you input your information.

Log out of Realtime when you are done (upper right hand corner) -



Please call the IT Department X7045 if you have any problems with your account.