

Tech-SOP Updating Staff Emergency Call Out Notification

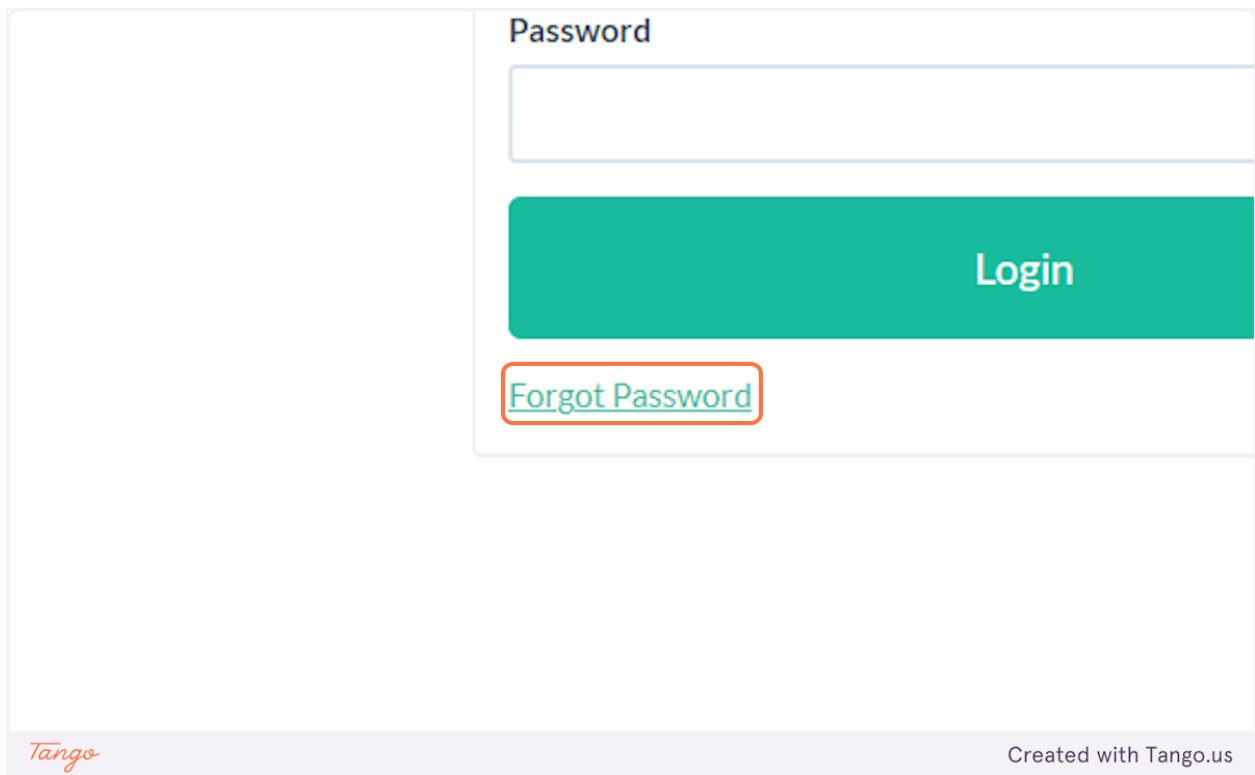
Accessing Attendance and Payroll Information

Rev11317 (updated screenshots)

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

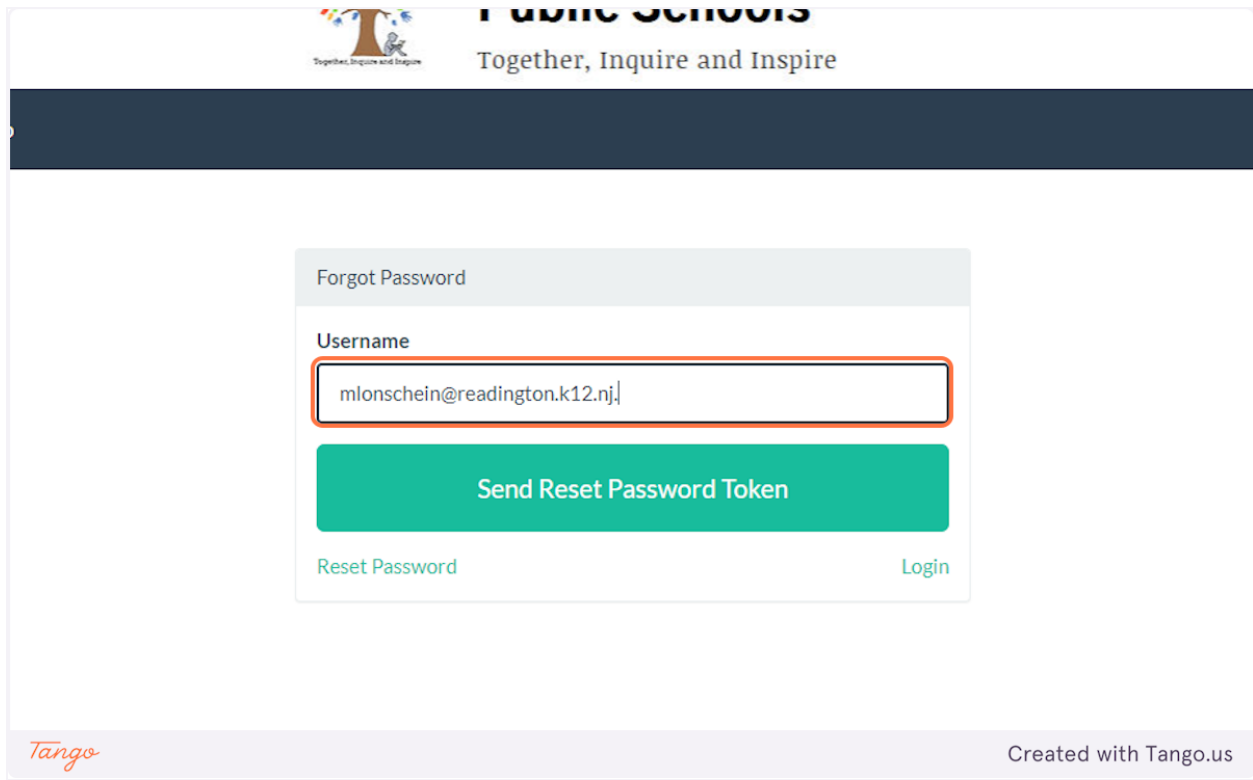
1. Go to the HR Portal at <https://www.rpshrportal.com/login>

2. Click on Forgot Password



The screenshot displays the login interface of the HR Portal. It features a 'Password' label above a text input field. Below the input field is a large teal 'Login' button. Underneath the login button is a 'Forgot Password' link, which is highlighted with a red rectangular border. The entire login form is set against a light gray background. At the bottom left of the page, the 'Tango' logo is visible, and at the bottom right, it says 'Created with Tango.us'.

3. Type your username (it will be an email address)



Readington Public Schools
Together, Inquire and Inspire

Forgot Password

Username

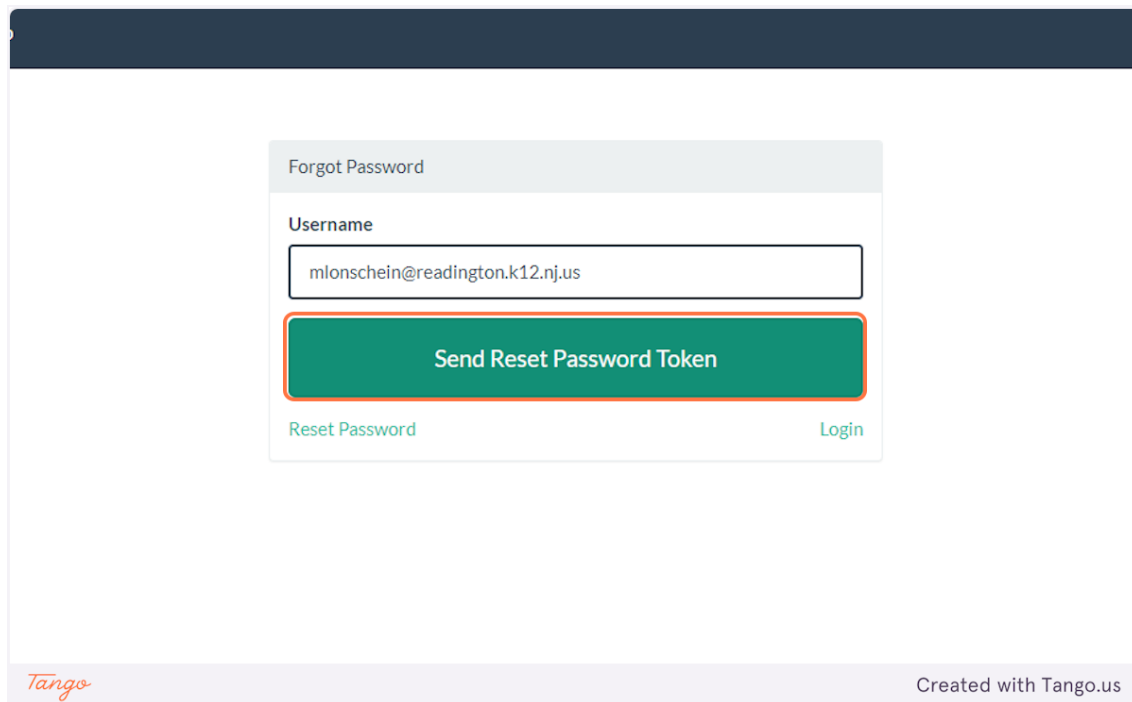
mlonschein@readington.k12.nj.

Send Reset Password Token

[Reset Password](#) [Login](#)

Tango Created with Tango.us

4. Click on Send Reset Password Token



Readington Public Schools
Together, Inquire and Inspire

Forgot Password

Username

mlonschein@readington.k12.nj.us

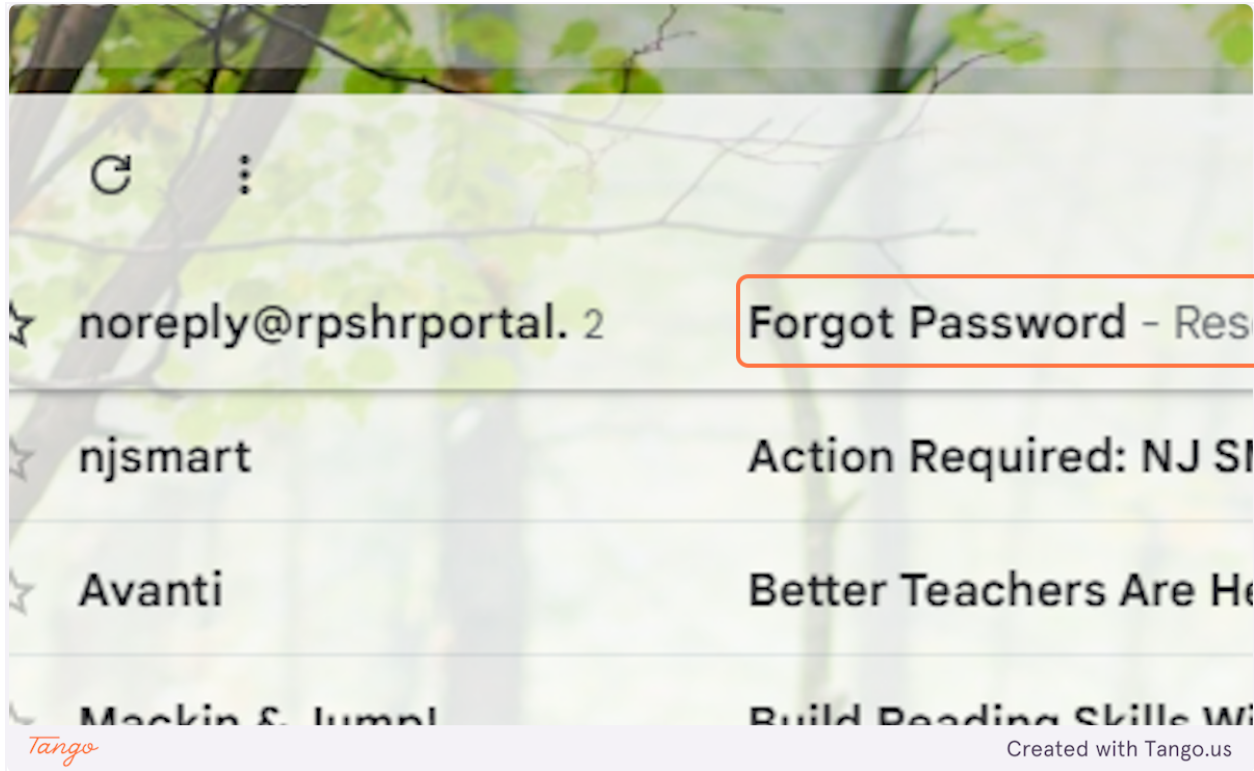
Send Reset Password Token

[Reset Password](#) [Login](#)

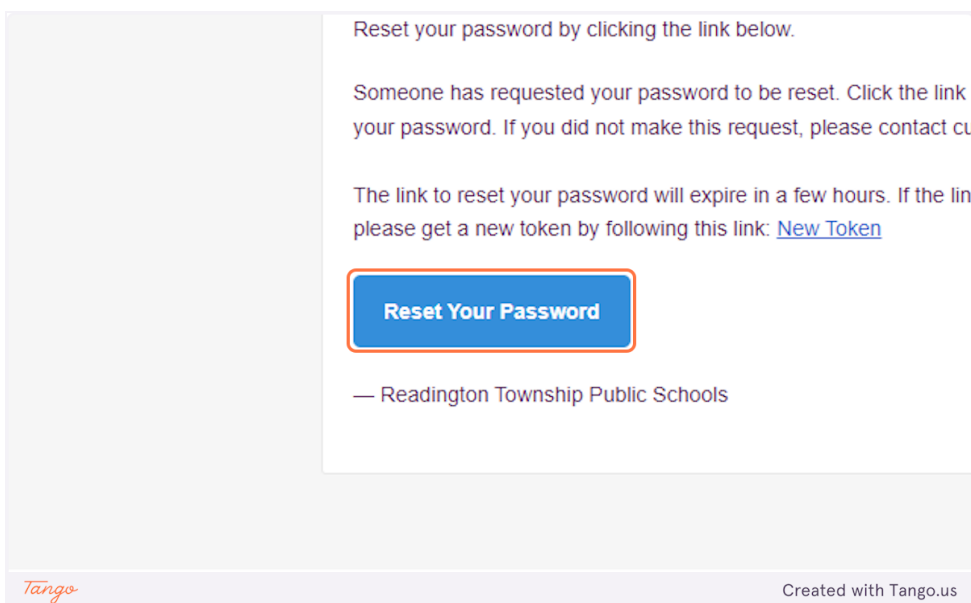
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Go to your email account

5. Click on the Forgot Password email from noreply@rpshrportal.com



6. Click on Reset Your Password



7. Enter your new password

Reset Password

Token

0296806523

Username

mlonschein@readington.k12.nj.us

New Password

••••••

Confirm New Password

Change Password

Request New Token

Login

Tango

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8. Enter password again in confirm new password box

0296806523

Username

mlonschein@readington.k12.nj.us

New Password

••••••

Confirm New Password

••••••

Change Password

Request New Token

Login

Tango

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9. Click on Change Password

0296806523

Username

mlonschein@readington.k12.nj.us

New Password

Confirm New Password

Change Password

[Request New Token](#) [Login](#)

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10. Click on Login

Change Password

[Login](#)

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11. Login with your username and new password

Readington Public Schools
Together, Inquire and Inspire

Login

Username
mlonschein@readington.k12.nj.us

Password
.....

Login

[Forgot Password](#)

Tango Created with Tango.us

Created with [Tango.us](https://tango.us)

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, you must also follow the steps on the next page to enable text messages)
- ➡ 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)

Demographics Data loaded on: October 27th 2022, 8:59 am

 [Save](#)

ID#		Address	
First Name		Address 2	
Middle Name		City	
Last Name		State	
Call Out Phone		Zip Code	
Call Out Cell Phone		Emergency Contact	
Emergency Relation		Emergency Phone	
Employee Birth Date		Start Date	
Call Out Email		Call Out Text	
Pension Number			

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 and staff 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 words, "opt in", to 67587. 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're registered 4 SchoolMessenger notifications. Reply STOP to cancel, HELP for help. Msg&data rates may apply. Msg freq varies."

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 67587.
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.



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



Paychecks

Select Paycheck