

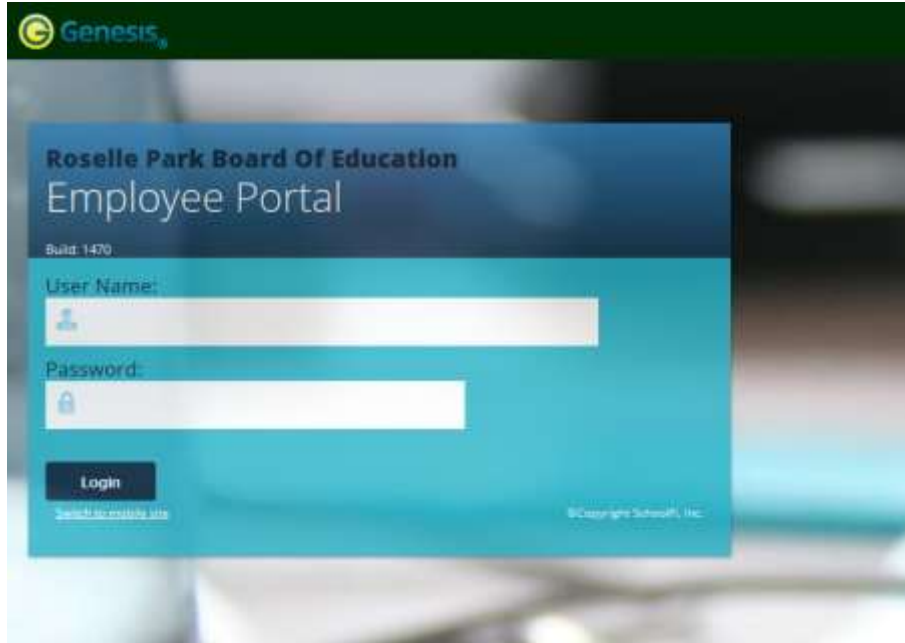


# Staff Emergency Contact and School Closing Contact Information Update

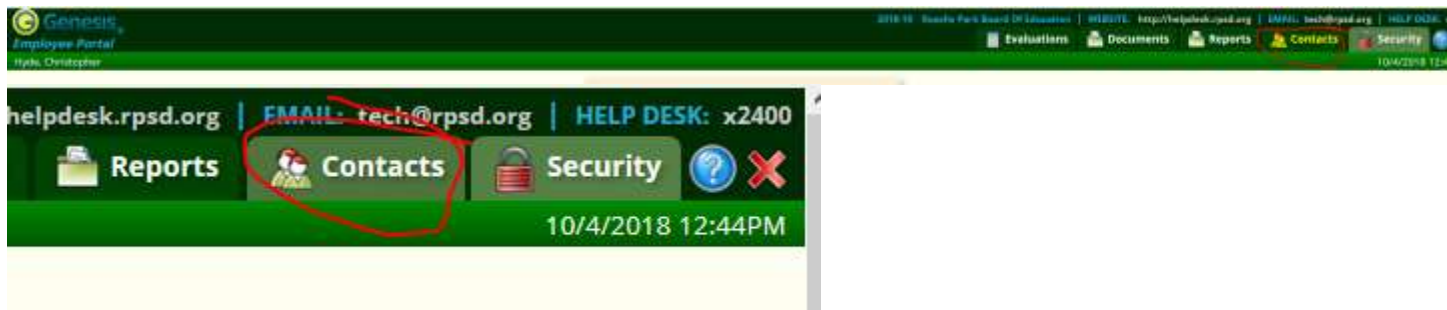
**Roselle Park Public Schools**  
510 Chestnut Street  
Roselle Park, New Jersey 07204  
"Committed to Excellence"

Please follow the directions below to update your contact information. This will ensure that you are notified in emergency situations such as when schools are closed due to snow.

In your web browser on your computer or phone, navigate to: <https://portal.rpsd.org/schoolfi/>



Login to the Employee portal using your email address, and the password you use to login to your email/computer. Once logged in, go to the top right corner of the page, and click on contacts.





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Once you have clicked on the Contacts Tab, you will see the screen below. Click on "Details", as shown below.



Once you have clicked details, you will be able to update or add to your contact information. For example, you can add a personal email address, update your address or add an (additional) phone numbers to be used by the School Messenger Emergency Notification Service to contact you. **You will need to ensure the Broadcast check box is checked next to whichever method you wish to be notified with.**



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**Contact Demographics**

Full Name: First: Christopher Last: Hyde  
 Display Sequence: 10 Relationship: Staff  
 Note:

**Email Addresses**

Seq	Email Address	Type	Broadcast	Note
10	chvde@rpsd.org	Work	<input type="checkbox"/>	

**Phone Numbers**

Seq	Phone Number	Extension	Type	Work?	Unlisted	Broadcast	Mobile Provider	Note
10	[Redacted]		Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verizon	

**Addresses**

Seq: 10  
 Address: \*Mailing 1: [Redacted] Mailing 2: [Redacted]  
 City: [Redacted] State: New Jersey Zip Code: [Redacted]  
 Note:  \*Type: Home

## Update information

In order to update your contact information simply click on the area with outdated or inaccurate information and type in the correct information. After you have made the change(s), you can click on the “Update” button for that section to save the changes. ***Please be sure to check the checkbox for Broadcast next to whichever means you wish to be notified, to ensure you are notified for emergency closings, etc. Please note: if you click the button for “unlisted”, your phone number will NOT be added to the emergency notification list REGARDLESS of if you check the box for broadcast.***

**Phone Numbers:**

Seq	Phone Number	Extension	Type	Work?	Unlisted	Broadcast	Mobile Provider	Note
10	998-555-5555		Mobile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verizon	

Once the change has been made, the updated text will NO LONGER be red in color.



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## Add a Personal Email Address:

If you wish to be contacted via a personal email address, you can add it by clicking Add Email in the Email Addresses section, and typing in your personal email address. Be sure that the "type" field says "Personal", and that you have correctly entered your email address. Then click the Add button. **If you wish to be notified of emergency closings using this email address, please be sure to check off the box for "Broadcast".**



## Add a phone number:

You can add a phone number, by clicking on "Add phone number" under the phone numbers section. Then type in the phone number, including the area code. DO NOT put dashes or spaces between the numbers. Those will automatically be added for you. If it is a cell phone, please choose the mobile provider from the drop down list (if listed). Then click "Add".



**Please note: PLEASE BE SURE TO CHECK THE CHECKBOX FOR "BROADCAST" IN ORDER TO ENSURE YOU ARE NOTIFIED OF EMERGENCY CLOSINGS, ETC.** If you click the button for "unlisted", as shown above for the first number, your phone number will NOT be added to the emergency notification list, regardless of whether the Broadcast box is checked.

**Please note that Board Office Staff will be notified of any changes to the employee portal.**