

Realtime Parent Portal Help Guide-Update Contact Information

1) How To Update Your Contact Information:

a. Login to your Realtime Parent Portal Account:



Welcome to Great Meadows Parent Portal

This is the entry point to our 'Realtime' Student Information System that tracks attendance, grades, and test scores for every child. All parents and Guardians of Great Meadows Regional Schools children have access to this system from home, allowing them unparalleled access to information on their child's progress. You should have received a letter from your child's school which includes the specific login information for your child. If you have not received a letter with this information, please contact the school your child attends.

A login form with a red border. It contains two input fields: "Username" and "Password". Below the fields is a blue "Sign in" button. To the right of the button are two links: "Remember Me" (with a checkbox) and "Forgot Password?".

b. From the available links on the left of the screen select "Contacts", or select the "View/Update Contacts" link from the bottom of the page

A screenshot of the Realtime Parent Portal interface for Great Meadows Middle School. The top header is dark green with the school name "Great Meadows Middle School" in yellow and white, and the address "273 US Highway 46, Great Meadows, NJ 07838" and "Main Office: 908-637-4349" in white. Below the header is a white navigation bar with "StudentFive Demo", "Grade: 07", "HR Teacher:", "Student ID: 999999993", and "Daily Attendance:". A user profile icon is on the right. A blue "MENU" button is on the left, with a dropdown menu containing links: "Homepage", "Teacher Pages", "Homework", "Calendar", "Schedule", "Daily Attendance", "Gradebook", "Progress Reports", "Grades", "Honor Roll", "Contacts" (highlighted with a red box), "District Info", "Transportation", "Correspondence", and "Online Payments". The main content area features the school logo and the text "Welcome to Great Meadows Middle School Parent Portal". Below this is a paragraph of text explaining the system's purpose. At the bottom, there is a "View/Update Contacts" link highlighted with a red box. The name "David C. Mango, Superintendent Great Meadows Regional Schools" is at the bottom right.

- c. On the next screen which should look like the one below click the “Update Phone/Email” link.

Great Meadows Middle School
273 US Highway 46, Great Meadows, NJ 07838
Main Office: 908-637-4349

StudentFive Demo Grade: 07 Student ID: 999999993
HR Teacher: Daily Attendance:

CONTACTS 2016-2017

Relationship: Parent

Address: NJ

Notification Status

Main Phone:	(908)637-4349	Call Text	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

Update Phone/Email

Add Additional Contact

- d. This should take you to a screen like the one shown below. Here you can add four additional phone numbers (for a total of 5) and update any phone numbers already in the system. It is important that you place a checkmark in the “Call” or “Text” boxes if you wish to get alerts sent to these numbers. **It is also required that you select the type of Notifications you wish to get on each of these phone numbers by placing a checkmark in the boxes if front of each Notification Type box as shown below. Please note that “School Closures”, “High Importance”, and “Transportation” should be selected for at least one phone number or email for each student to make sure you are notified for these types of events.**

IF THIS IS NOT DONE YOU MAY MISS IMPORTANT CLOSURE AND OTHER ALERTS.
 “Must click SUBMIT at bottom of page to submit these changes” The changes are then reviewed by the school secretaries and approved for updating the Realtime system.

Great Meadows Middle School
273 US Highway 46, Great Meadows, NJ 07838
Main Office: 908-637-4349

StudentFive Demo Grade: 07 Student ID: 999999993
HR Teacher: Daily Attendance:

UPDATE CONTACTS 2016-2017

Is this a medical Contact:

Can this contact pick up StudentFive?

Call	Text	Home Phone:	908	6374349
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Home Phone Unlisted?:	<input type="checkbox"/>	

Additional Phone Numbers

<input type="checkbox"/>	<input type="checkbox"/>	--Please Select--			ext.	Unlisted?: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	--Please Select--			ext.	Unlisted?: <input type="checkbox"/>

Notifications

- School Closure
- High Importance
- Activities
- Transportation
- General

Same page after adding number for Father Cell > Selecting to get Call and Text on Father Cell > and selecting to get all categories of Notifications on the Home Phone and only School Closure, High Importance, and Transportation on Father Cell number

The screenshot shows the 'UPDATE CONTACTS' page for the 2016-2017 school year. The header includes the school name 'Great Meadows Middle School' and contact information: '273 US Highway 46, Great Meadows, NJ 07838' and 'Main Office: 908-637-4349'. The user is logged in as 'StudentFive Demo', a 7th grader, with Student ID 999999993. The page is divided into two main sections: 'CONTACTS' and 'NOTIFICATIONS'.

CONTACTS SECTION:

- Home Phone:** Call Text . Number: 908 6374349. Unlisted: .
- Father Cell:** Call Text . Number: 908 2685555. Unlisted: .

NOTIFICATIONS SECTION:

- Home Phone:** School Closure , High Importance , Activities , Transportation , General .
- Father Cell:** School Closure , High Importance , Activities , Transportation , General .

- e. On this same screen you can add or modify Email Addresses to be used for Instant Alerts and Email messages from the district. Here again you must click the Email box if you want to get any Notification sent to these email addresses. You must also select the type of Notifications to be sent to these email addresses by placing a check in the box in front of the appropriate Notification type.

Remember no changes are submitted for approval and you will have to re-enter this information if you do not click the "Submit" button at the bottom of the page.

This screenshot shows the 'Email Addresses' section of the contact management page. It features a table with columns for 'Email', 'Type', and 'Email Address'. There are four rows, each with a checkbox in the 'Email' column and a dropdown menu in the 'Type' column. The 'Email Address' column contains empty text input fields. To the right of the table is a 'Notifications' section with a list of notification types and checkboxes:

- School Closure
- High Importance
- Activities
- Transportation
- General

At the bottom center of the page, there is a blue 'Submit' button.

Same Page after an Email Address and setting it to get alerts via email for all Notification types

Email	Type	Email Address	Notifications
<input checked="" type="checkbox"/>	Father	noname@gmail.com	<input checked="" type="checkbox"/> School Closure <input checked="" type="checkbox"/> High Importance <input checked="" type="checkbox"/> Activities <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> General
<input type="checkbox"/>	--Please Select--		<input type="checkbox"/> School Closure <input type="checkbox"/> High Importance <input type="checkbox"/> Activities <input type="checkbox"/> Transportation <input type="checkbox"/> General
<input type="checkbox"/>	--Please Select--		<input type="checkbox"/> School Closure <input type="checkbox"/> High Importance <input type="checkbox"/> Activities <input type="checkbox"/> Transportation <input type="checkbox"/> General
<input type="checkbox"/>	--Please Select--		<input type="checkbox"/> School Closure <input type="checkbox"/> High Importance <input type="checkbox"/> Activities <input type="checkbox"/> Transportation <input type="checkbox"/> General

Remember no changes are submitted for approval unless you click the "Submit" button after making your changes.