

Realtime Alert Notification System

DIRECTIONS FOR PARENTS and GUARDIANS

Please be sure you double-check your contact information in Realtime!

Go to hazlet.org, and click on Parent Portal.

The screenshot shows the login page for the Hazlet Township Public School District's Student Information System Parent Portal. It features a green header with the district's logo and name. Below the header, there is a welcome message and a login form with fields for Portal Code, Username, and Password. A 'Sign in' button is located below the password field. There are also links for 'Remember Me' and 'Forgot Password?'. A blue arrow points from the 'Sign in' button to the right-hand text box.

Login with the code, username and password you have been provided. Please contact the Main Office if you do not know your login codes.

The screenshot shows the parent portal dashboard for Hazlet Middle School. It has a green header with the school's logo and name. Below the header, there are two links: 'View/Update Parent Questions' and 'View/Update Contacts'. A blue arrow points from the 'View/Update Contacts' link to the right-hand text box.

Once you are logged in, click on the link to "View/Update Contacts".

The screenshot shows the 'CONTACTS' page for the 2018-2019 school year. It features a green header with the word 'CONTACTS' and the school year '2018-2019'. Below the header, there is a form for updating contact information. The form includes fields for 'Main Phone', 'Mobile', and 'E-Mail1'. There are also sections for 'Relationship: Mother', 'Notification Status', and 'Call Text'. A blue arrow points from the 'Update Phone/Email' button to the left-hand text box.

Relationship: Mother	
Notification Status	
Call Text	
Main Phone:	Yes Yes
Mobile :	Yes Yes
Email	
E-Mail1:	Yes

Click the "Update Phone/Email" button.

Call Text

Home Phone: (732) [] []
 Home Phone Unlisted?:

Additional Phone Numbers

Mother Cell (908) [] [] ext. []
 Unlisted?:

Father Cell (732) [] [] ext. []
 Unlisted?:

Father Work (732) [] [] ext. []

Notifications
 Use Shift or Ctrl to select multiple.

- Emergency/School Closing
- High Importance
- Transportation
- Activities/Events

Emergency/School Closing
 High Importance
 Transportation
 Activities/Events

Emergency/School Closing
 High Importance
 Transportation

Enter the phone numbers and email addresses that you would like to have include in notifications.

Make sure that the box **TO THE LEFT** of each contact is checked, if you want that phone/email to receive notifications.

IMPORTANT! In addition to checking the box to the left, you **MUST** also check the boxes **TO THE RIGHT** of each contact, to select the notification categories for that phone or email. At the very least, please make sure "Emergency/School Closing" is selected.

Be sure to include an email address if you'd like to receive Mrs. McCoid's weekly updates! 😊

--Please Select--

Activities/Events
 Emergency/School Closing
 High Importance
 Transportation
 Activities/Events

Click the "Submit" button after entering your updates. You should then receive a confirmation message.