



Dear Parents,

Our district uses SchoolAnnouncement.com as our notification system, to improve parent communication. During the year, we will send out voice and email notifications.

Click on the BBS registration page. Once on the Registration page, you will be asked to acknowledge the disclaimer at the top of the page prior to creating a communication account. The box stating you have read the disclaimer and agree to the terms of use MUST be checked to finalize registration.

Enter the appropriate information and create your user account. Click on the add student button and enter your students information. Please scroll to the bottom of the grade choices and select your student's projected graduation year from Forrestdale and not his or her grade level. Click the submit button and continue on to the portal to sign in and set up your contact methods and announcement management.

With the School Announcement Parent Information Portal you have the ability to not only add and update contact information, but choose which numbers or email addresses you would like notified in each situation. The following is a step-by-step instructional demonstration on how to login to the School Announcement web portal and update your information.

Sign In Screen

Type your username and password in the boxes provided. Click the submit button to Login.

If you Forgot your Username click on the Forgot ID link and provide your primary phone number.

If you forgot you password click on the Forgot your password link and answer the security question.

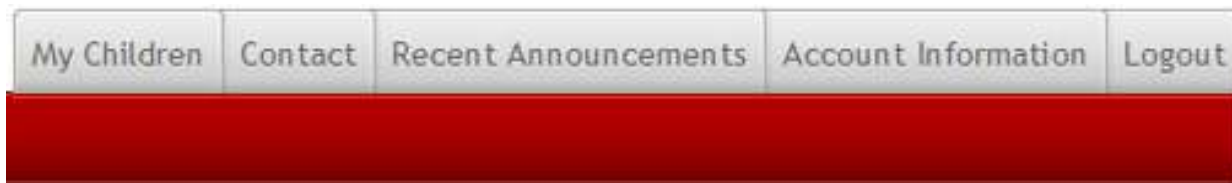
Since this is a new version of the Parent Portal your default Security question is:

What is the web address for the Rumson school district? The answer is: <http://www.rumson.k12.nj.us>

If you did forget your password and you answer the security question you will be prompted to change your password.

Once you are logged in your first step should be to immediately change your security question. The Account information section of the guide will show you how to do this.

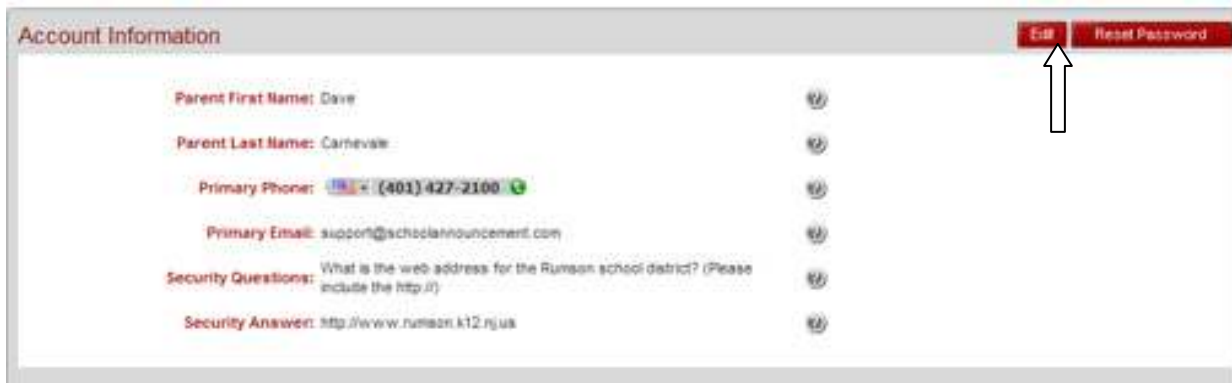
Updating your Account Information



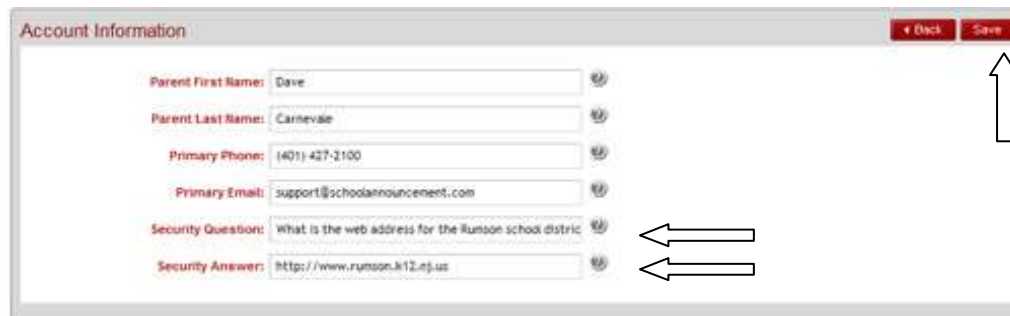
The above image shows you the different Tab selections you have to choose from. To update your Account information click on the Account Information Tab.



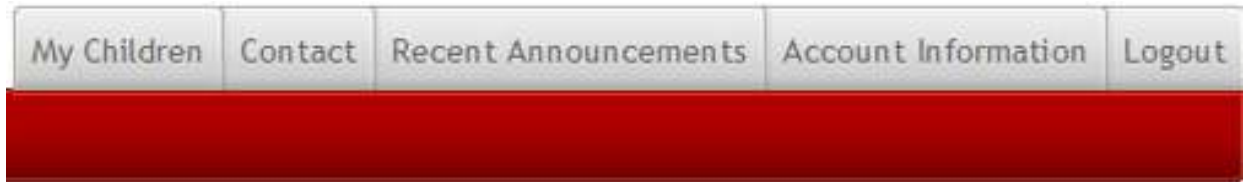
This will bring up all of the info you have listed in your account.



To edit any of this information click the edit button. This will turn all of your fields into text boxes, allowing you to change any of the fields. If your account was brought over from the old version please remember to update your security question. Click **Save** to continue.



My Children Tab



The above image shows you the different Tab selections you have to choose from. To update your Children's information click on the My Children Tab.



This will bring up a listing of all of your children you currently have enrolled in the Rumson School District.



From the My Children Tab you can

1. Edit your Children's information
2. Delete your child from the site
3. View any recent announcements sent to you
4. Add your contact information to the different Announcement lists.

To Edit your Child's information click the Edit button .

This will bring up the Edit a Child screen allowing you to change your Child's first name, last name, grade/ graduation date, Primary phone info and your relation. Click the save button once you have completed your edits.

Edit a Child - Dave Carnevale Back Save
 Student First Name: Dave
 Student Last Name: Carnevale
 Grade: 2020
 Phone-1: (1421) 427-2100
 Phone-2:
 Relation: Parent

To delete your child from the site click on the delete button **Delete** and confirm your request.

To view any recent announcements sent to you click the Recent Announcement button **Recent Announcements**. This will bring up a listing of all related announcements you have signed up to receive.

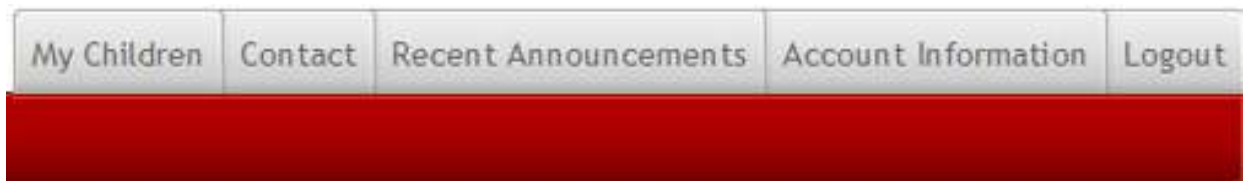
To add yourself to the different Announcements click on the Setup Lists button **Setup Lists**. This will bring up a page that allows you to select which list you would like to be on and how you would like to be contacted. When you start with a new registration you will only have 2 ways of being contacted. That is a primary phone and an email address. To add more ways of being contacted click on the Contact Tab. (Instructions for that section are following).

Dave Carnevale - Rumson School District Back Save Help

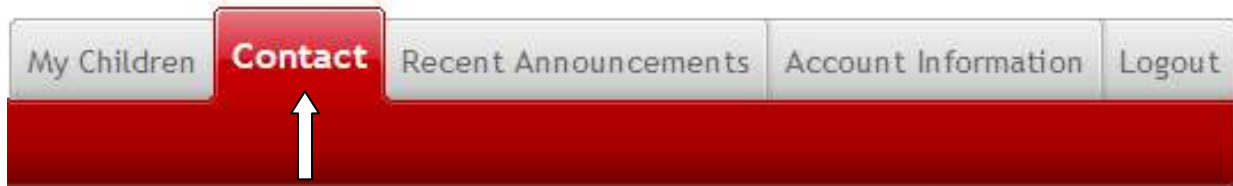
Type	Description	Phone# / Email	Emergency Announcements	BOE Written Communications	PTO Announcements	REF Announcements	Pre School	Kindergarten
Phone		(401) 427-2100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	Primary Email	support@schoolannouncement.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From the image above you can see 2 different contact methods. One is Phone the other is Email. You will also see the top line that has many different titles and below each are Check Boxes. These boxes, once checked off, add your contact selected to the corresponding list. Any time the school sends out a message that includes that list you will be contacted. You will also be able to view that announcement through the Recent Announcement Tab.



Contact Tab




The above image shows you the different Tab selections you have to choose from. To update your Contact information click on the My Children Tab.



The Contact Tab allows you to Add, edit and even delete different contact methods. A contact method is a phone number or email address that you store on the website which allows the school to be able to contact you in case of an emergency or for general notifications.

Contact			Add Contact Method	Edit Contact Method	Delete Contact Method
Contact Type	Description	Phone# / Email			
<input checked="" type="radio"/> Phone	Primary Phone	 (401) 427-2100 			
<input type="radio"/> Email	Primary Email	support@schoolannouncement.com			

To add a contact click on the Add Contact Method button  to add a new way for the school to contact you.

Add Parent Contact Method Back Save

Description:

Type: Phone

This is a mobile phone

Phone# / Email:

In the text box for description this is where you would state what the contact method is. For example you could use Work Phone or Work Email. The Type drop down allows you to select if it is a phone contact or an email contact. If you are using a cell phone click the check box next to "This is a mobile phone". This will allow you to receive text messages. In the Phone# / Email text box input the corresponding info. Remember when inputting a phone number use the 10 digit number with no spaces or dashes.

Add Parent Contact Method Back Save


Description: Work Phone

Type: Phone

This is a mobile phone

Phone# / Email: 8009291643

Click the Save button to store this information. To add this new contact method to lists please see the Setup lists option under the My Children Tab of this instruction manual.

To Delete a Contact Method click on the radio button next to the contact method you would like to delete, then click on the Delete Contact Method button .

Recent Announcements



The above image shows you the different Tab selections you have to choose from. To view your Recent Announcements click on the Recent Announcements tab.



Recent Announcements

Description	Type	Date	Time	Files
test voice	Voice	09-25-09	08:53 AM	85eb0785-b0aa-40fc-b995-f3857147ab6b_Message.wav 85eb0785-b0aa-40fc-b995-f3857147ab6b_Message.wav
Voice	Voice	09-17-09	11:48 AM	2495674f-768a-492c-8055-856c601fac81_Message.wav

In the above image you will see the different Announcements you would be associated with as per the setup list section. This page allows you to view the announcement on your computer. If you click on the file listed in the Files column it will either show you an email, Text message or play you a voice recording.