



Hopatcong Borough Schools

Emergency & Outreach Notification System



The Hopatcong Borough Schools utilizes the Finalsite Messages platform to send out emergency notifications as well as outreach communications.

Depending on who you are, your information may already be in the system. Please use the table below to determine if your information is already in Finalsite Messages, as well as details on how to make changes.



Parents

Your contact information comes into the notification system automatically from PowerSchool.

You can log into the [Parent Portal](#) and click on the *Notification Contact Info* link on the left to see what information is being sent to Finalsite nightly.

If you need to update this information, you can do so through the “*Back To School Information Form*” within PowerSchool.

If you have any questions, please reach out to your child’s main office for help.



Staff

Your contact information comes into the notification system automatically from the district’s HR database each night.

If you are not sure if the information is correct, you can submit the *HR Contact Info Update* form, located in [Staff Access](#) under the *HR, Payroll, and Benefits Resource* section. Once processed by the HR Coordinator, your contact information will be updated in Finalsite within 24 hours.

If you have any questions, please submit a Technology Work Order for help.



Community Members

If you are not employed by the Hopatcong Borough Schools or do not have children in the district, you can still sign up for notifications.

Head on over to the [Notification Sign Up](#) page, enter a new username and password as well as your contact information on the left, and select the school(s) you want notifications from on the right.

If you ever want to update your contact information, just use the username and password you created when signing up to log in.