



# Hopatcong Borough Schools

## Connect Notification System Community Portal

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The Hopatcong Borough Schools utilizes Connect to send notifications to parents, staff, and members of the community. This service allows anyone to sign up for a community account and receive notifications.

**Note: Parents and Staff are automatically enrolled and don't need to create a Community account! If you are a parent or staff member and would like to change your notification preferences, please head over to <https://hbs.portal.finalsiteconnect.com/>**

### Step 1: Create Your Account

1. Navigate to <https://hbscommunity.portal.finalsiteconnect.com/>
2. Under the login box, click "Sign Me Up!"
3. Enter your name, email address, and a password. Click "Continue."
4. You will receive an email from Connect asking to activate your account. Click on the link to continue.
5. Complete the security questions to protect your account. You'll need these in case you forget your password. When done, click "Continue."
6. You should now be back to the login screen. Log in using your email address and password.

### Step 2: Set up your Contact Information

- You'll be presented with options to add phone numbers and email addresses. Click the appropriate button up top to add as many numbers and email addresses as you would like.
- If you would like to edit an existing entry, hover over the item, and click the pencil that appears on the right side of the screen.
- If you would like to delete an existing entry, hover over the item, and click the trash can icon that appears on the right side of the screen.

When done adding an entry, be sure to click "Save" on the right! When you are finished adding phone numbers and email addresses, click "Next" below to continue.

### Step 3: Set up Subscriptions and Preferences

1. Check the box to the left of Hopatcong Borough Schools to receive all communications. If you only want emergency messages (snow closings and delayed openings), uncheck "Outreach" messages. Click "Next."
2. You can now adjust how you would like to be contacted. **Emergency preferences cannot be changed as they are sent to all numbers and email addresses.** To edit what numbers are called for Outreach messages, click "Edit" on the right, and check or uncheck the boxes for each number you provided previously.
3. When you are done making changes, be sure to click "Save" and "Done."

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### Changing Phone Numbers, Subscriptions, and Preferences

After you have created an account on Connect, you are able to make modifications at any time.

1. Navigate to <https://hbscommunity.portal.finalsiteconnect.com/>
2. Enter your email address, and password. Click "Login."

#### To change your contact phone numbers and email addresses:

- Click on your name in the top right corner and click "Contact Info." Follow the instructions in *Step 2: Set up your Contact Information* above to make your changes.

#### To change what numbers and email addresses are notified:

- Click on your name in the top right corner and click "Subscriptions." Follow the instructions in *Step 3: Set up Subscriptions and Preferences* above to make your changes.