

Creating a School Messenger Account – Web Version

Updated 3/10/2020

Step 1: Sign up for a School Messenger Account

Go to <http://go.schoolmessenger.com>

Select the option to Sign Up (located in the upper right hand corner)



Students: Use your Modesto City Schools email address.

Parents: Enter the email address that is associated with your student's record. Contact your school if you would like to have a different email address added to your student's record. The change may take a day or two depending on when it is entered into the Student Information System.

Create a password for your new School Messenger account.

Click Sign Up.

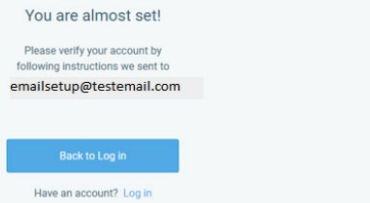
Note: If you have already created an account with that e-mail address, you will be prompted to Log In or Reset your Password.

Step 2: Verify your Account and Logon

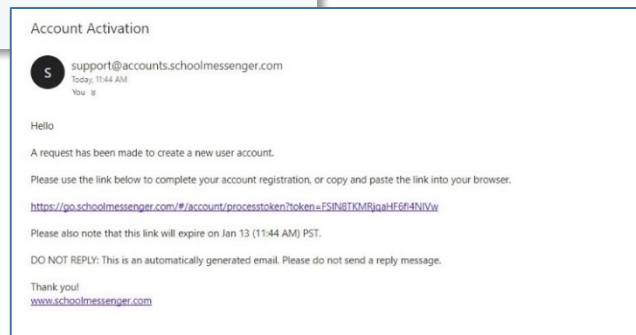
A powerful new way to stay connected to your student's school or district



School Messenger will send a verification email to the email address that you used to set up your account. The verification link will expire in 24 hours. **Navigate to your email inbox and follow the instructions in that email.**



Verify your account by clicking on the link provided in the email from School Messenger. Log in to School Messenger using your email address and the password that you created.

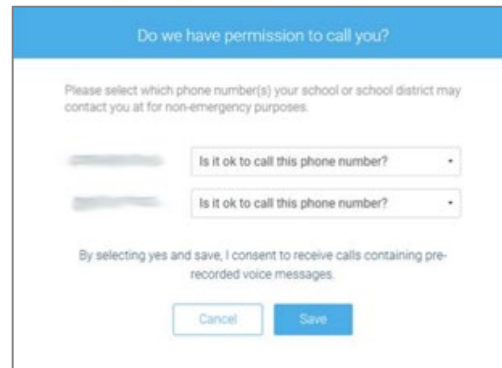


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Step 3: Permission to Call

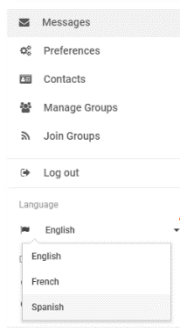
The system will ask if the school district has permission to call your number. If you want to receive only Emergency notifications on a specific phone number, you can indicate that here but it will block that phone number for all parents/guardians that share that number. Since someone in the family will want to receive the other broadcast types, be careful not to block all phone numbers. Once you've made your selections, click Save.



Navigation in School Messenger



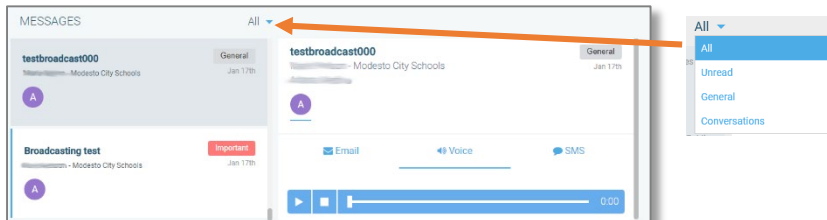
Click on the menu icon in the top left corner of the screen to see menu options.



Select the drop down box by the current language to select one of the available language preferences.

Messages

Click on Messages to show all the messages that have come to the phone numbers and email addresses associated with your account. This is a useful dashboard that allows you to review older messages. Click on a message for additional details.



Click on the drop down arrow next to the word All to limit your results to a particular category.

Click on any Conversation to see messages from your teachers or school staff. These messages will also show up as push notifications on your mobile device if you have downloaded the School Messenger app and enabled push notifications.

If the teacher/staff member has allowed comments, there is an option to enter a comment at the bottom of the screen.

Pay attention to the conversation setting prior to commenting.

Public Other Parents/Students can see your comments

Private Only the Teacher/Staff Member can see your comments



Note: Only Teachers and School Staff can start conversations.

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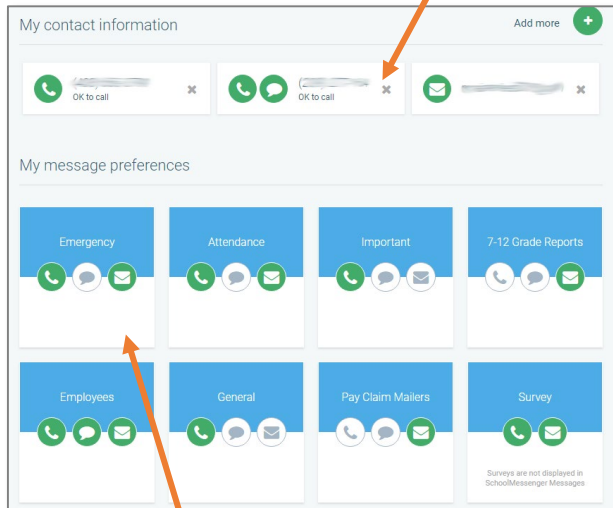
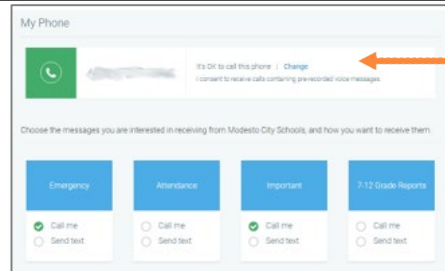
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Preferences

This page will display all phone numbers and email addresses associated with your account. It also displays all the different broadcast types that our school district may send. Some of these will not apply to you. You can click on any phone number, email address or broadcast type to alter your preferences.

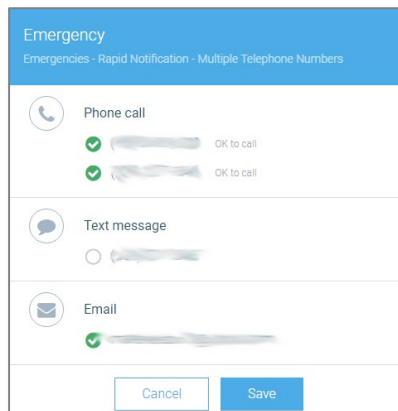
Contact your student's school to update your phone number(s) and email address.

Click on a phone number or email address to adjust your broadcast preferences.



To change your permissions for a phone, click Change. To receive only emergency broadcasts, you can select "No, call me for emergencies only" and click Save. This setting will impact everyone that shares that phone number. Since someone in the family will want to receive the other broadcast types, be careful not to block all phone numbers. To ensure you do not block all phone numbers, we recommend that you update your preferences in each broadcast type.

Click on a broadcast type to adjust your preferences for a specific type of call.



Text Message Opt-In



In order to receive text messages from School Messenger, you will need to Opt-In.

You can Opt-In by sending a text message of "Y" or "Yes" to our district's short code number, 67587. **Message and data rates may apply.**

You can Opt-Out at any time by replying to one of the messages with the word "Stop".

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Contacts

This page displays your connections to students. If any students are missing, you can contact the school to make sure that your email address is correct in the Student Information System.

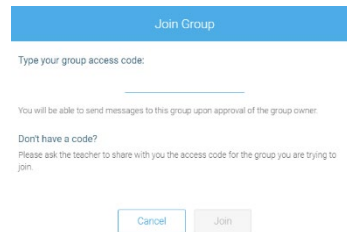


Join Groups

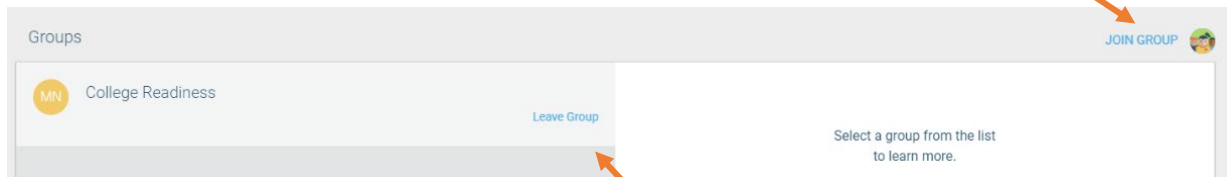
Click on Join Groups to join or leave any groups that your school staff or teachers have manually created. On this screen you will see any groups that are already associated to your account.

To Join a Group - Click "Join Group" link.

You will be prompted to enter a Group Access Code. Enter the code and click Join.



Contact the Teacher, Counselor or Staff Member that created the group if you do not have the Group Access Code.



To Leave a Group – Click the "Leave Group" link. A pop up will appear asking you confirm that you want to leave the group. Click Confirm.

Are you sure you wish to leave this group?

