

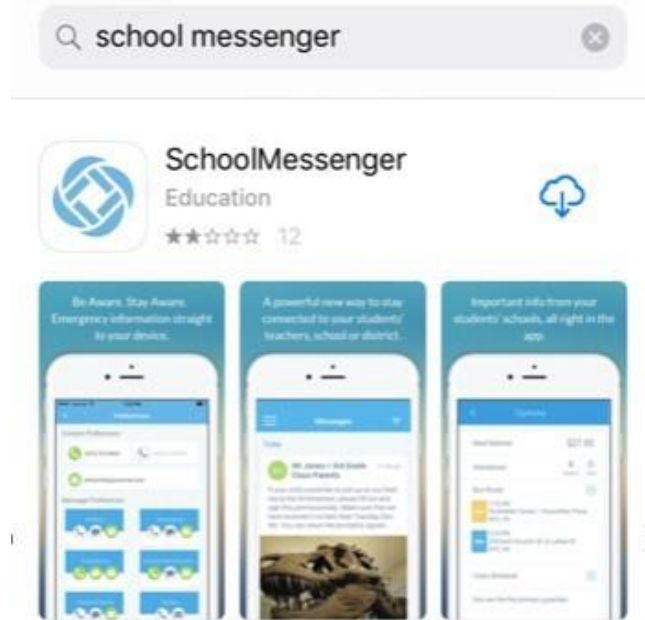
# Creating a School Messenger Account – Mobile Version

Updated 2/22/2018

## Step 1: Download and Install the School Messenger App

Go to the App Store or Play Store and search for School Messenger. Download the App.

Once fully installed, you will open the app by clicking on the School Messenger icon.



## Step 2: Sign Up for a School Messenger Account

You will be prompted to Sign Up or Log In. Select the option to Sign Up.

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.

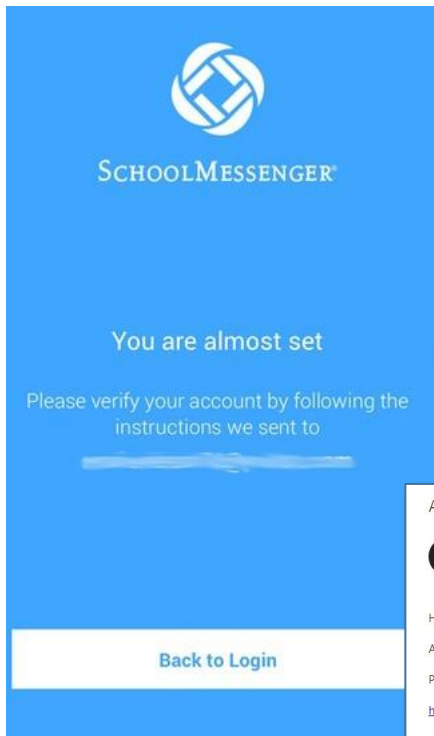
Click Sign Up.

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

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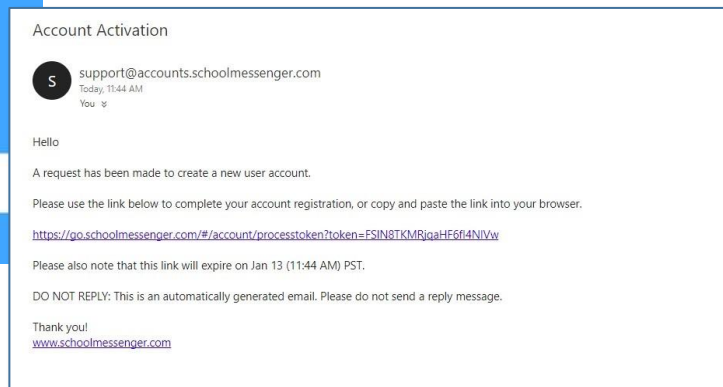
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## Step 3: Verify your Account and Logon



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

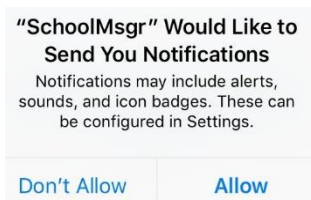
Verify your account by clicking on the link provided in the email from School Messenger. You can continue setting up your account at [go.schoolmessenger.com](http://go.schoolmessenger.com) or you can go back to the app on your phone. Log in to School Messenger using your e-mail address and the password that you created.



## Step 4: Create your Profile

You will be asked to update your profile. Enter your name and your role as a guardian. When you are done, click Save in the upper right corner.

You will be asked whether or not you would like to allow Notifications. Select your preference.

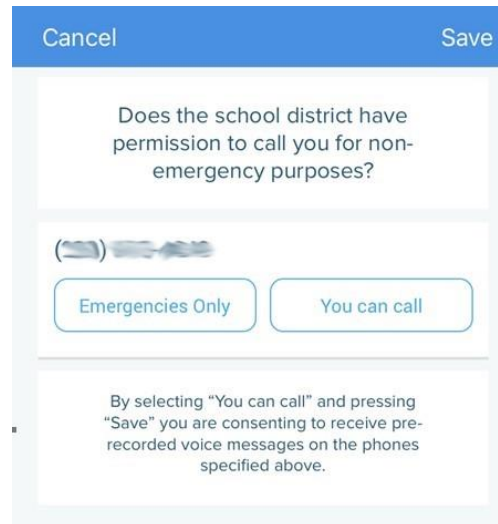


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Updated 2/22/2018

## Step 5: Permission to Call

The system will ask if the school district has permission to call your number. If you only want to receive Emergency notifications on a specific phone number, you can indicate that here but it will block that phone number for all parents/guardians. 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 in the upper right corner.



## Navigating in the School Messenger App



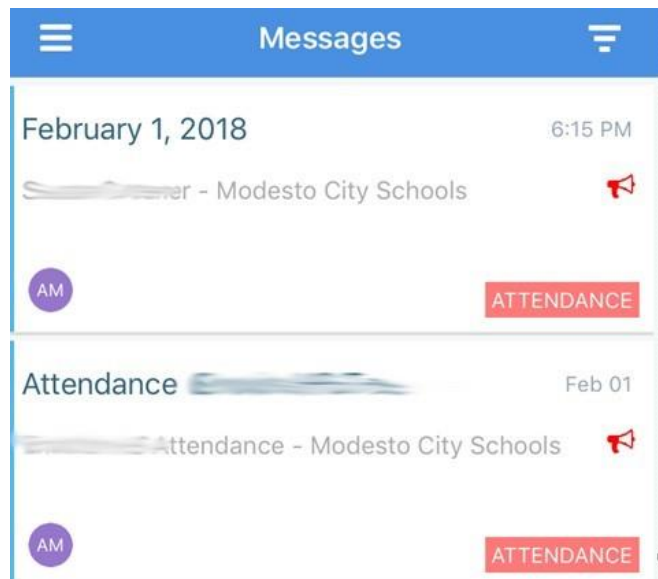
To access the Menu, click on the three lines in the upper left corner.



## Messages

Click on Messages to show all the messages that have come to the phone numbers and e-mail 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 Filter icon in the upper right corner to limit your results to a particular category.



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Updated 2/22/2018

## 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.




## 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.



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

To change your permissions for a phone, click the  symbol and select edit permissions. To only receive emergency broadcasts, you can select "No". Since someone in the family will want to receive the other broadcast types, be careful not to block all phone numbers. To ensure you don't block all 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.



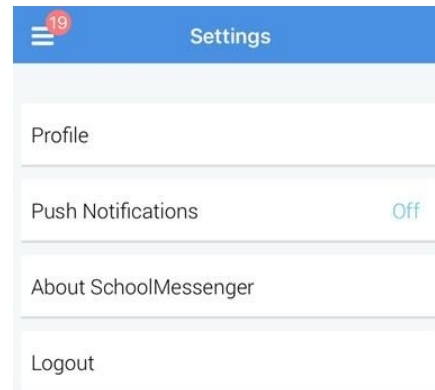
Contact your student's school to update your phone number(s) and email address.

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Updated 2/22/2018

## Settings

Click on Settings to open another menu. From here you can update your Profile information, enable push notifications, and logout of School Messenger.



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

