

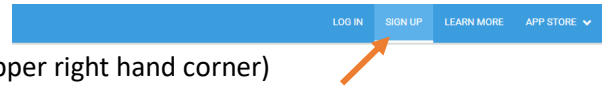
Creating a School Messenger Account – Web Version

Updated 2/22/2018

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)



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.

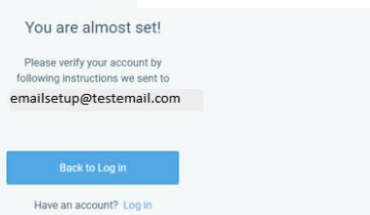
Note: If you have already created an account with that e-mail address, you will be prompted to Log In or Reset your Password.

Step 2: Verify your Account and Logon

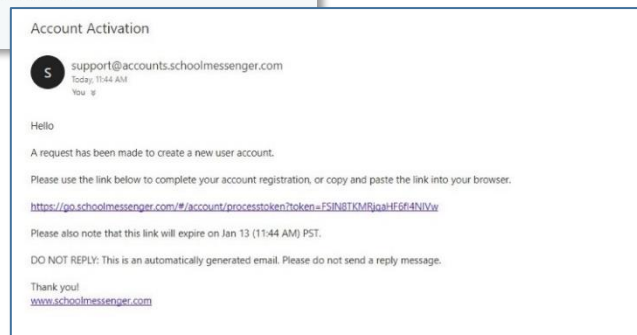
A powerful new way to stay connected to your student's school or district



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.

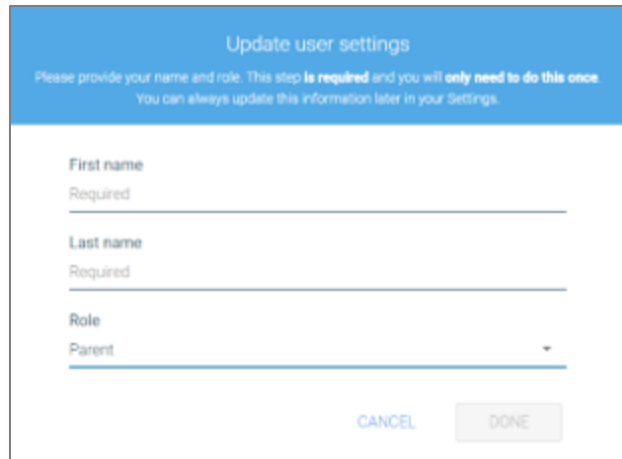


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Step 3: Update User Settings

You will be asked to update your user settings. Enter your name and your role as a parent. When you are done, click Done in the lower right corner.



Step 4: Permission to Call

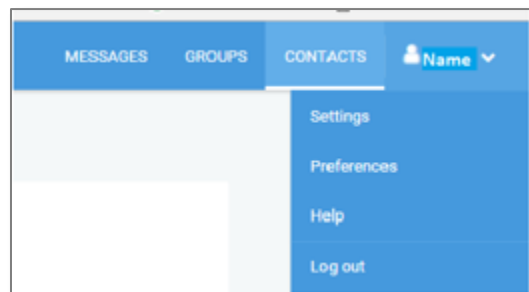
The system will ask if the school district has permission to call your number. If you only want to receive Emergency notifications on a specific phone number, you can indicate that here but it will block that phone number for all parents/guardians. Since someone in the family will want to receive the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



Navigation in School Messenger

Click on the menu options in the upper right corner to see messages and contacts.

Additional options are available when you click the drop down box by your name.

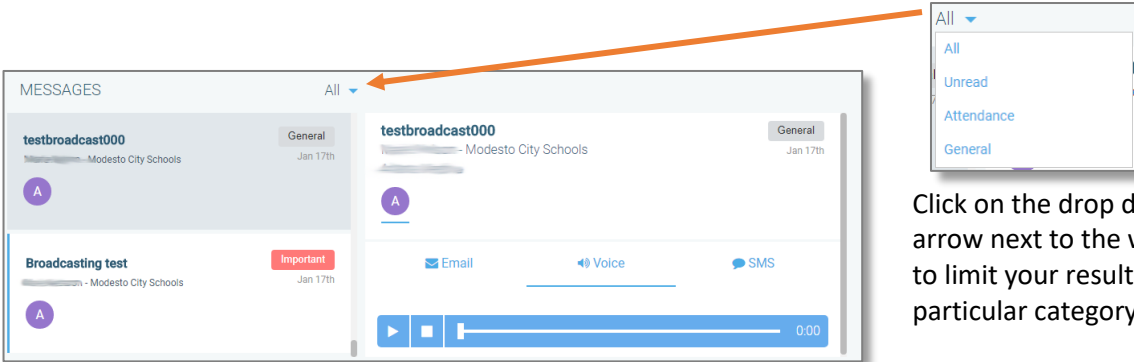


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Messages

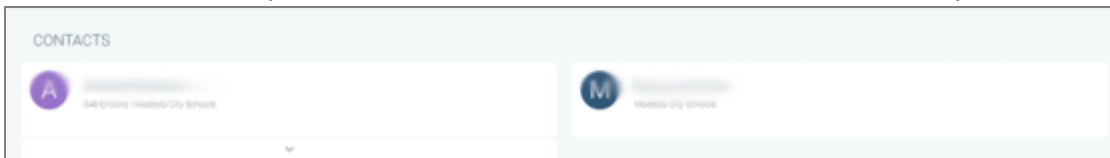
Click on Messages to show all the messages that have come to the phone numbers and email addresses associated with your account. This is a useful dashboard that allows you to review older messages. Click on a message for additional details.



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

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.



Settings

To update your name and role, click on your name in the upper right corner and select settings. Once you have updated your information, click Save.

The image shows a 'Settings' form with a blue header. It contains three input fields: 'First name' with a placeholder 'Name', 'Last name' with a placeholder 'Name', and 'Role' with a dropdown menu currently showing 'Parent'. At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE'.

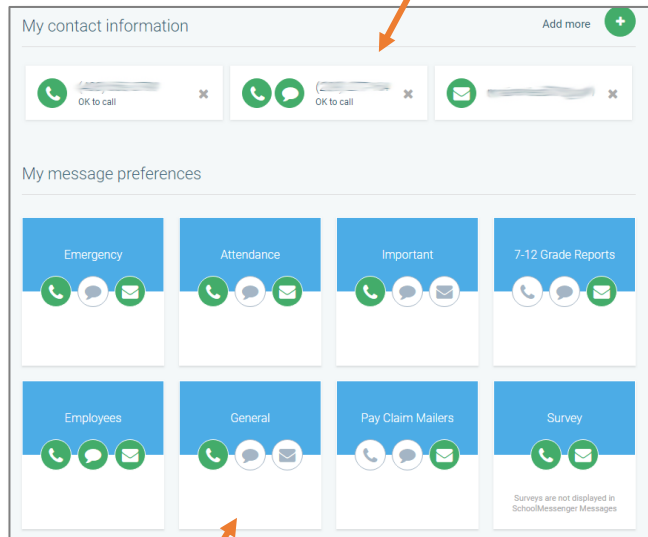
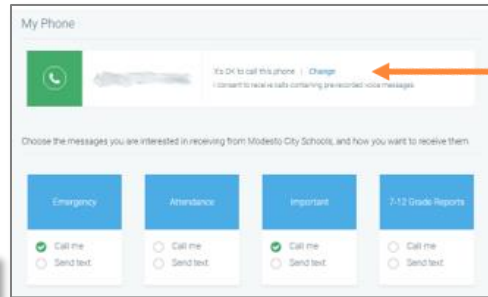
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Preferences

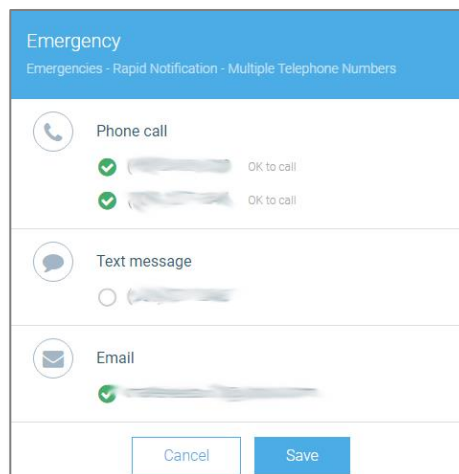
This page will display all phone numbers and email addresses associated with your account. It also displays all the different broadcast types that our school district may send. Some of these will not apply to you. You can click on any phone number, email address or broadcast type to alter your preferences.

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



To change your permissions for a phone, click Change. To only receive emergency broadcasts, you can select “No, call me for emergencies only” and click Save. 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.



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

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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”.

