Creating a SchoolMessenger App Account

> A powerful new way to stay connected to your student's school or district
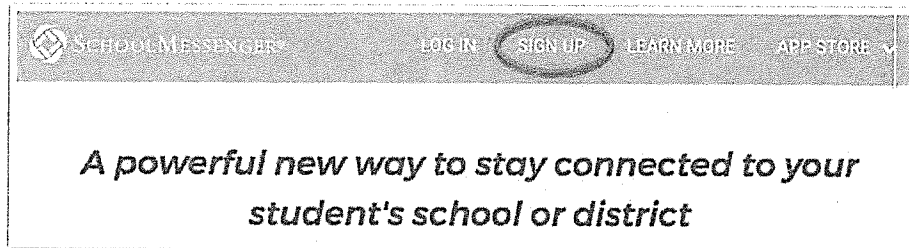
You must create an account in the SchoolMessenger App before you can start using it. To do so:

1) Enter the following url in browser's address bar: go.schoolmessenger.com

2) Click on **Sign Up** on the menu in the upper right-hand corner of the login page.

3) Enter your email address and a password. Your password <u>must</u>: contain at least one uppercase character, one lowercase character, one digit, and that it must be no fewer than six characters in length.

4) Receive an email message at the email address you provided. Click on the link in the email. A new page will open up in your default browser. (Ignore the confirmation code at the top of the message; it is no longer being used.)

Sign up

Email

_____

Password

_____

One lowercase letter   One number
One uppercase letter   6 - 255 characters

Note: The link in the above email is valid for only <u>24 hours</u>. If you do not click on it and log into the SchoolMessenger App within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a renewed link.

5) **If the email address that you registered exists in the school or district records,** you will receive all the messages you have subscribed to receive from the school, *and* you will also have access to all the SchoolMessenger App groups you have been invited to participate in.

   If the email address that you registered does not exist in the school or district records, you can still participate in any of the SchoolMessenger App groups that you have been invited to participate in, but you will not, of course, receive Broadcasts from the school or district.

   If you expect to get messages from the school/district, but you do not then you must contact the school to ensure that the email address you registered in the SchoolMessenger App is the same one that is on file with the school.
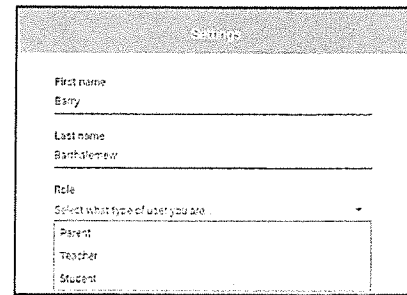
Set up Your User Account

Once you have logged in successfully, you must set up the SchoolMessenger App for your use. Set up includes the following:

- setting up your **User Account**

- setting **Notification** preferences

- joining **Groups** that you have been invited by teachers to join

For all User Types, follow the below steps to set up your **User Account**:

1) Click on the menu option with your login name in it (e.g.).

2) Click on the **Settings** option.

3) Enter your first name, last name, and your **Role** type (Student, or Parent).
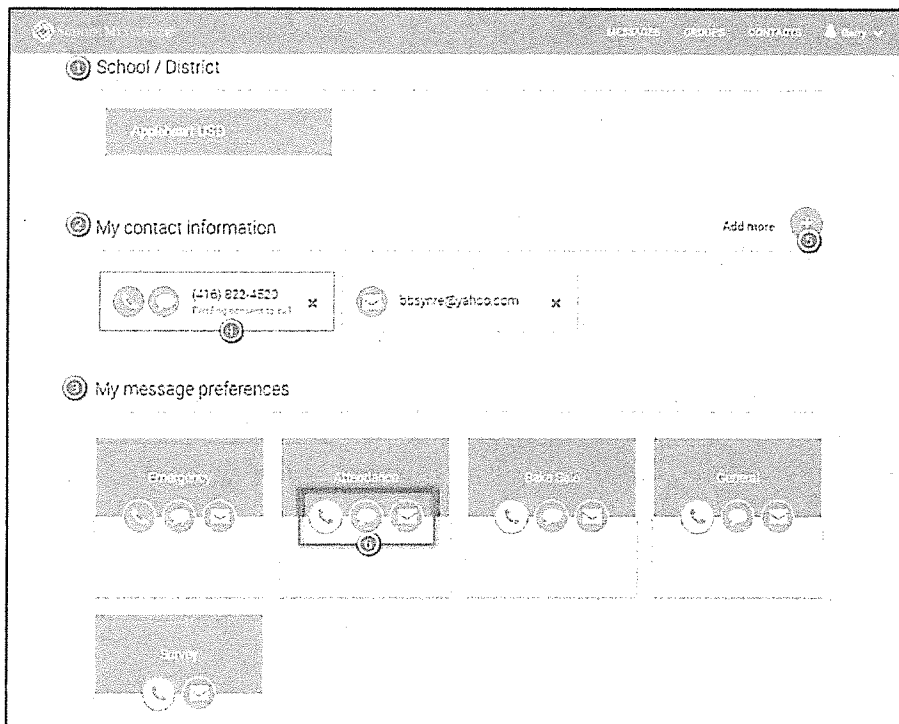
Your settings must be completed before an account can be used.
Failure to do so will cause the system to log you out, and you will be prompted to enter this data next time you log in.

⚙ *Important: You can change your Role type (from parent to student) whenever you like, BUT in doing so, you obliterate your entire message history and essentially restart as a new user. If you are a teacher and a parent, you can use two different email addresses to register and to login into the system.*

Notification Preferences

1) Click on the menu option with your login name in it (e.g. [👤 Barry ⌄]).

2) Click on the **Preferences** option. The preferences on this page affect SchoolMessenger Broadcasts that may be sent to you from the school/district. They do not affect messages sent and received from within the SchoolMessenger App.

- **School/District: (1)** simply displays the school(s) and district(s) that you are connected with. There can be more than one school or district here, as it is possible for a student to be enrolled at more than one school, a parent/guardian to have children/wards in more than one school or district, and a teacher to teach at more than one school/district.

- **Contact Information: (2)** displays all the email addresses and telephone numbers (voice and SMS text) at which you can be contacted. Icons for voice and SMS text are selected **(4)** in this example, and they are awaiting consent approvals from Barry. Additional email and telephone numbers can be added **(5)** by clicking on **Add more** (e.g. a workplace email address can be added in addition to the personal email address already on file in SchoolMessenger).

- **Message Preferences (3)** shows all the types of messages which the school/district has set up in their SchoolMessenger setup. Hence, more or fewer message types may appear here with unique names, defined as such by the school/district. You can select how you wish to be contacted for each message type **(6)**. For example, Barry, the parent in the above screenshot, has opted to receive attendance messages via email and SMS, but not via voice call.

Parents and Guardians

You can take advantage of our
Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.

You can participate in this free service* just by sending a text message of "**Y**" or "**Yes**" to our school's short code number.

For **CANADA-BASED** numbers: **978338**

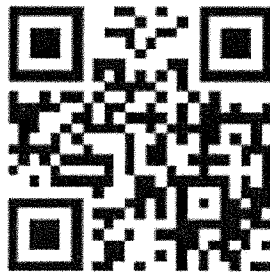For **US-BASED** numbers: **61569 (see next page for QR code)**

You can also opt out of these messages at any time by simply replying to one of our messages with "**Stop**".

*if your number is Canada-based.

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.
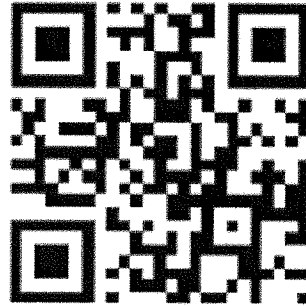
Opt-In from your mobile now!

Just send "Y" or "Yes" to 978338.

(For Canada-based numbers).

*Terms and Conditions – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/txt for more info.

SCHOOLMESSENGER®

The Trusted Platform
for School Community Engagement

For **US-BASED** numbers:

Opt-In from your mobile now!

Just send "Y" or "Yes" to 61569.

(For US-based numbers).

ℹ️ *Information on SMS text messaging and Short Codes:*

SMS stands for Short Message Service and is commonly referred to as a "text message". Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as "short code" texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you've ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

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