Creating a SchoolMessenger App Account
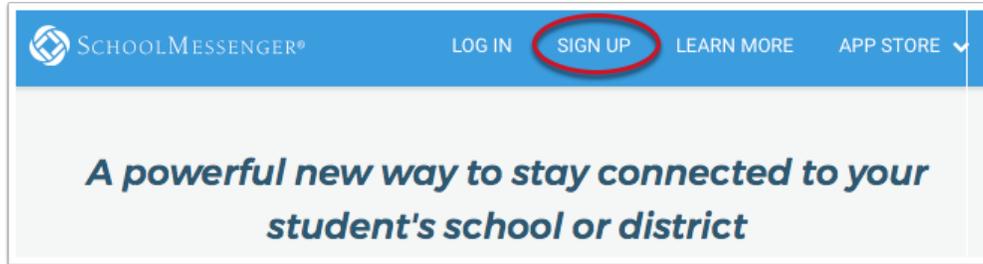

You must create an account in the SchoolMessenger App before you can start using it. To do so:

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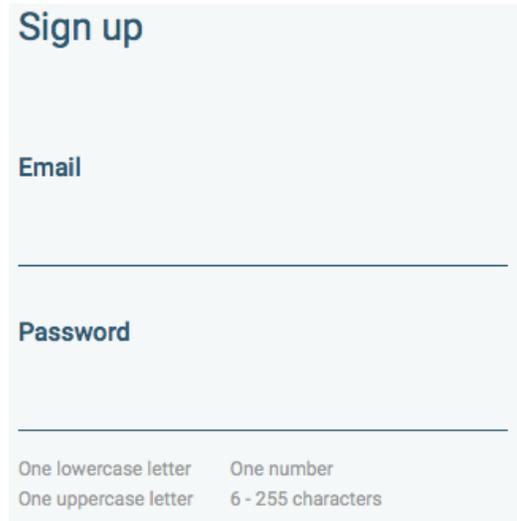
Note: The link in the above email is valid for only <u>24 hours</u>. If you do not click on it and log into the SchoolMessenger App within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a renewed link.

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

- creating **Groups** that you will invite authorized members 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. **Barry ∨**).

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

3) Enter your first name, last name, and your **Role** type (Teacher).

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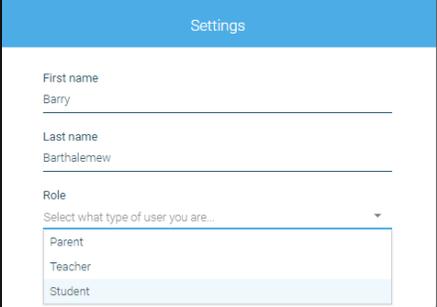
⚠️ *Important: You can change your Role type (from teacher, to student, to parent) whenever you like, <u>BUT</u> in doing so, you obliterate your entire message history and essentially restart as a new user. If you are a teacher **and** a parent, you can use two different email addresses to register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

Notification Preferences (School-Affiliated Users Only)

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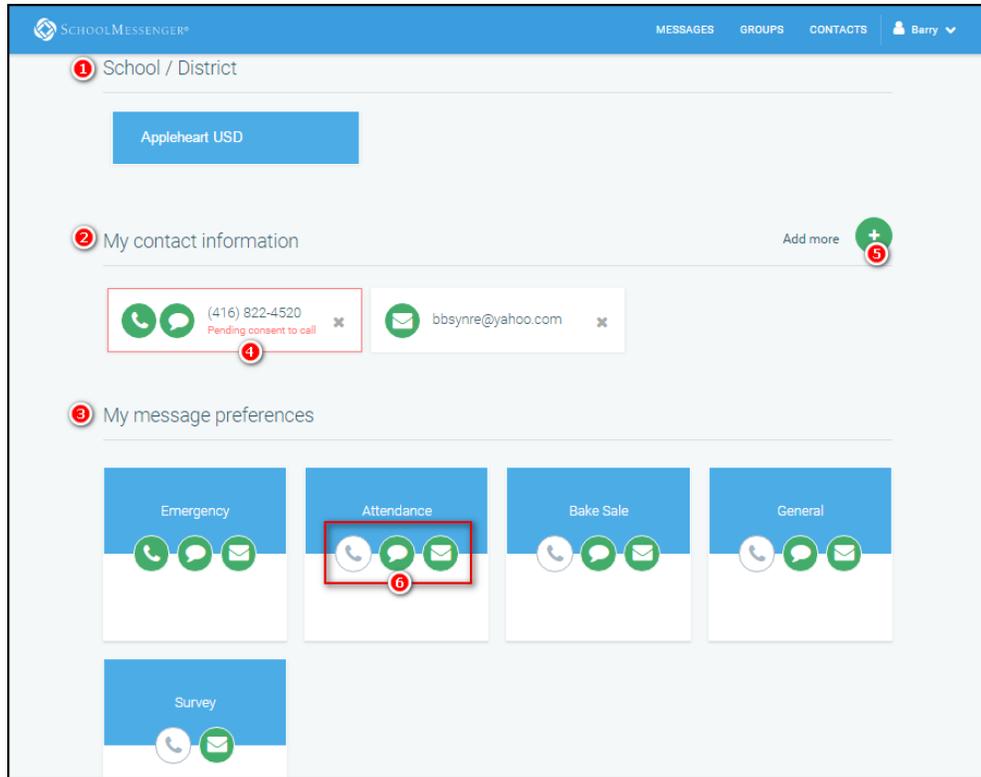
- **School/District: (1)** simply displays the school(s) and district(s) that you are connected with. There can be more than one school or district here, as it is possible for a student to be enrolled at more than one school, a parent/guardian to have children/wards in more than one school or district,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

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