

# The SchoolMessenger App

Contact Manager is being replaced by the SchoolMessenger App.

How do I sign up for the SchoolMessenger App?

Go to <https://go.schoolmessenger.com/#/account/login>.

Click the [Sign up](#) link at the bottom of the page. Enter your email address and create a password. **You must use the email address that your district has on file for you.** An email will be sent to that address with a secure token. **Note:** *If you receive a message “This email is already registered”, it means that you have already created a SchoolMessenger account via another SchoolMessenger product, such as Contact Manager. Simply go back to the login page and login. Use the “Forgot your password” link if needed.*

1. After authenticating via your email, return to SchoolMessenger and sign in using your email and password.
2. When you first sign in to the SchoolMessenger App, you will be asked to update your user settings.

The screenshot shows a form titled "Update user settings" with a blue header. Below the header, there is a note: "Please provide your name and role. This step is required and you will only need to do this once. You can always update this information later in your Settings." The form contains three input fields: "First name" (Required), "Last name" (Required), and "Role" (a dropdown menu). The "Role" dropdown is open, showing three options: "Parent", "Teacher", and "Student".

The screenshot shows a form titled "Do we have permission to call you?" with a blue header. Below the header, there is a note: "Please select which phone number(s) your school or school district may contact you at for non-emergency purposes." The form displays a phone number "(408) 555-1234" and a dropdown menu with three options: "Is it ok to call this phone number?", "Yes, it's ok to call me at this number" (highlighted in blue), and "No, call me for emergencies only". Below the dropdown, there is a note: "By selecting yes an pre-recorded voice messages." At the bottom of the form, there are two buttons: "Cancel" and "Save".

For each phone number listed, please answer Yes or No to receiving phone calls. Once you answer Yes, you can further select what types of phone calls to receive and if you would like to receive a text. You must answer Yes if you would like to receive phone calls for any of the following types of calls.

AM Closings/Delays  
General Notifications  
Meal Balances

Newsletter  
PM Dismissals

If you answer No, you will not receive any phone calls on that number. However, we are required to have at least one phone available for extreme emergency and attendance calls.

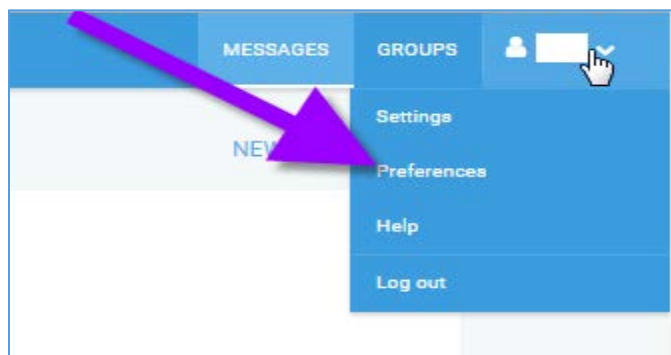
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## What's in the SchoolMessenger App?

Once you have created your account, we'll automatically link the records associated with your email address. You can then:

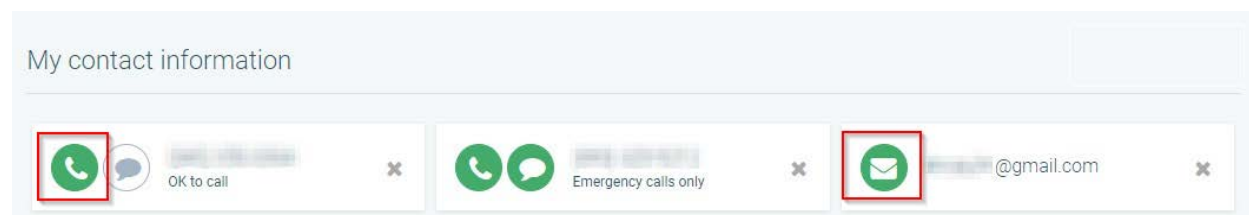
- View the records associated with your account - student, staff, parent records.
- Review the last 30 days of messages for all your associated records.
- View your contact information (If your phone number or email address have changed, please contact your child's school to update the information in our student management system. You may also update your information on the parent portal. For more information about the parent portal, please visit <http://www.spackenkillschools.org/parentportal>.)

To configure how you would like to receive notifications, click the **Preferences** link in the dropdown menu at the upper right of your screen (if you do not see the **Preferences** link please log out and log back in again).

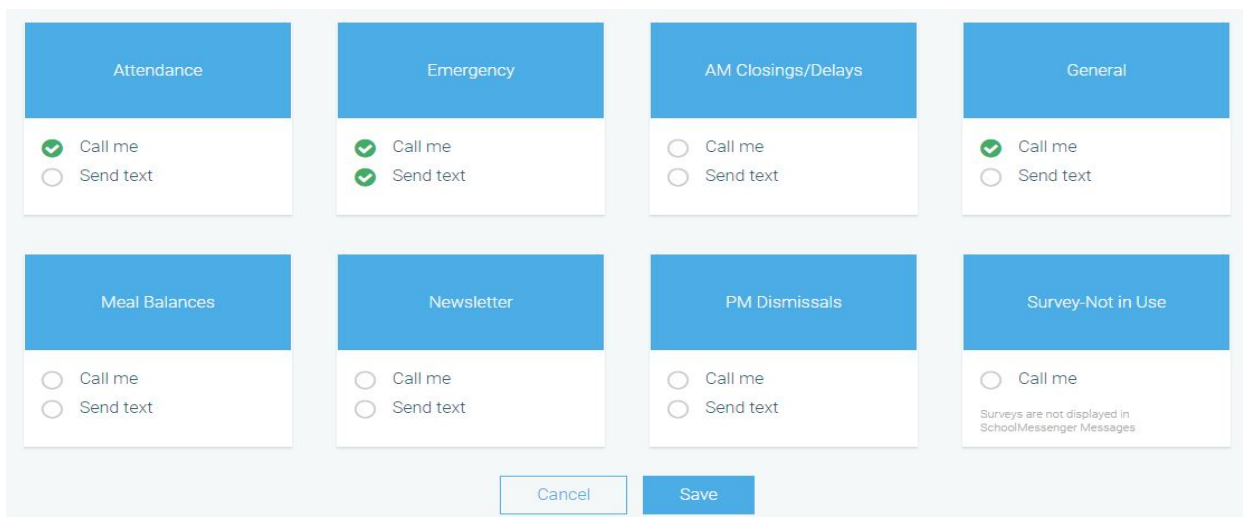


There are 2 ways to set your contact preferences.

- 1) Click on a phone number or email address and choose what message types to turn on/off.

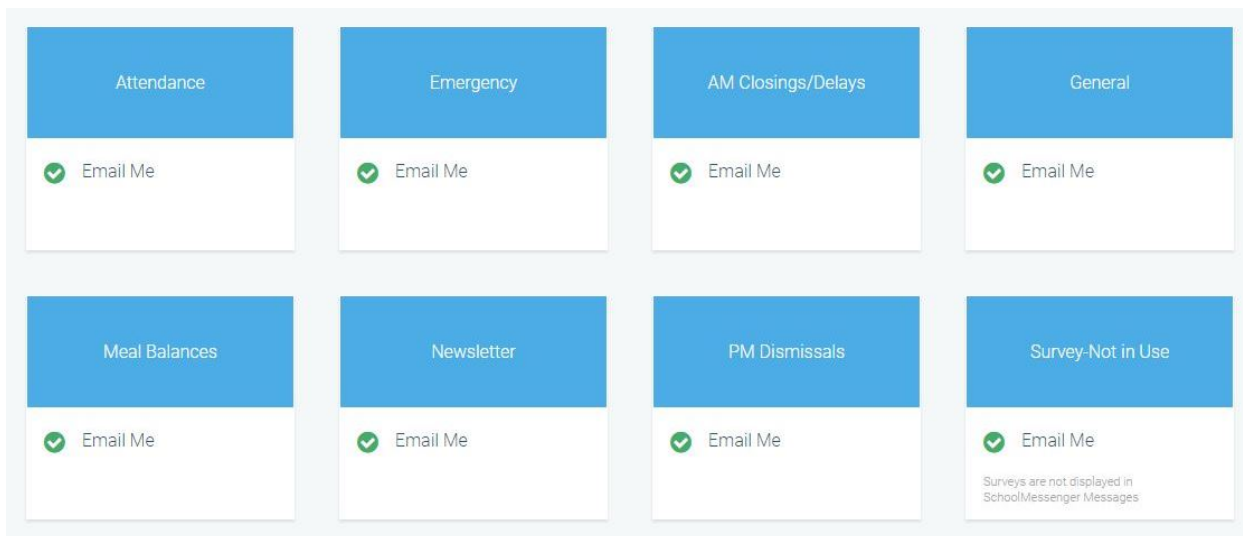


Phone settings – Click on Call me to turn calling off/on. Click on Send text to opt in to text messages.



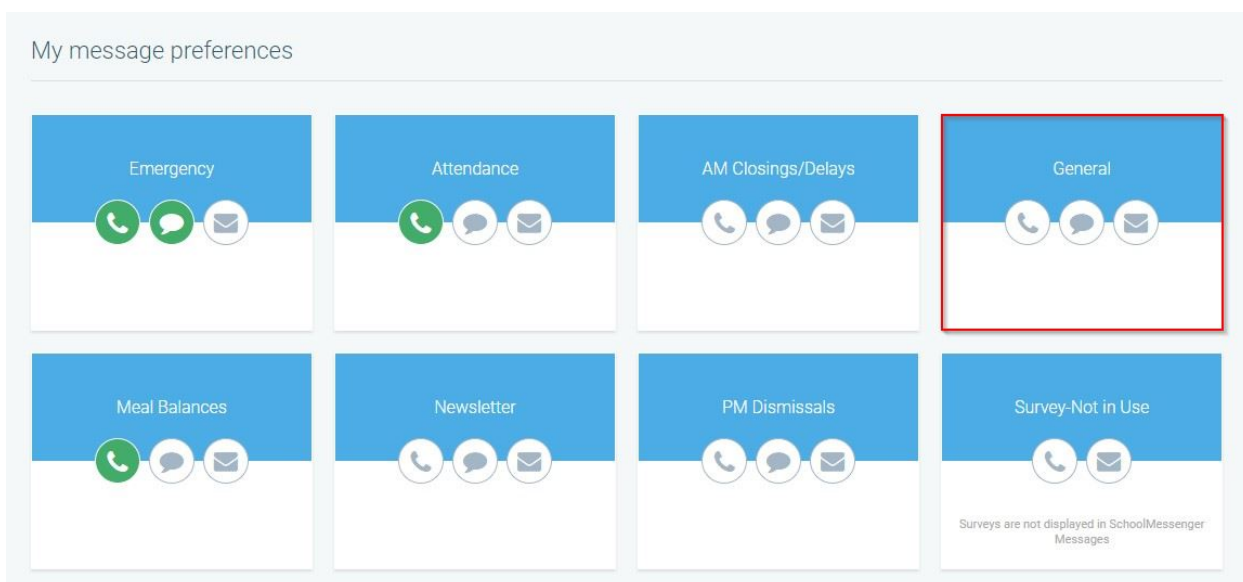
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Email Settings – Click on Email Me to set emails off/on



OR

2) Click on a message type and you can select which phones or email to turn on/off.



Set Phone, Text and Email Preferences for each message type.

