

Instructions for Signing Up for the SchoolMessenger App

How do I sign up for the SchoolMessenger App?

You must have a valid email address and it must be listed in SchoolTool. If you have a SchoolTool (Parent) Portal account, you will use your Parent Portal email address.

Follow these steps:

1. Download the SchoolMessenger App from the Apple App Store or Google Play Market, **OR** you can also access the SchoolMessenger App web portal at <https://go.schoolmessenger.com>
2. Click the “Sign Up” button, enter your email address, and create a password. An email will be sent to that address with a secure link. Note: If you receive a “this account already exists” error message that means you already created a SchoolMessenger account in Contact Manager using the email address in SchoolTool. Simply follow the “Return to login” link and login with your old Contact Manager credentials. Use the “Forgot your password” link if needed. You can then skip Step 3.
3. After authenticating via the link sent to your email, return to the SchoolMessenger App and sign in using your email and password.
4. Complete the profile screen by filling in your name and choosing “Guardian or Parent” to indicate contact type. Press Save.
5. Once the profile is completed, you will see the message screen that lists any recent messages (like the one you are receiving today).

What's in the SchoolMessenger App?

Once you've 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' worth of messages for all your associated records.
- View your contact information and customize/configure how you would like to receive notifications.

6. To view messages, check student contacts, and change/add preferences and contact information, click on the menu icon (three parallel lines) on the top left.

7. If you would like to receive push notifications, go to “Settings” and turn push notifications on.

NOTE: To ensure that you are receiving important school and district information, make sure that you are receiving general messages via email.

If you add an additional cell phone, you must click whether you want to receive calls and/or text messages for each message type (e.g. emergencies, closing/delays, general, etc..).

IMPORTANT

Any changes you make to your contact preference profile are for SchoolMessenger notifications **ONLY** and will not affect your emergency contact information at your child's school. If you wish to make changes to your child's recorded emergency contact list, you must contact your school directly.

To learn more about SchoolMessenger, please visit their website at www.schoolmessenger.com/start