

School Messenger - Parent Sign Up Instructions

- 1) What is School Messenger? Communication App between the school, district, your child's teachers and parents... all in one place!
- 2) Go to <http://go.schoolmessenger.com>
- 3) Click on Sign Up. You can also download the school messenger app onto your apple or android device.
- 4) Parents can also click the link at the bottom for a video about how SchoolMessenger works.



- 5) Enter your email address, your location (United States) and a password.
 - a. Important: If you already have an email address that the school has on record, use this email address when you sign up!
 - b. Password must have at least 1 lowercase letter, 1 uppercase letter, 1 number and be at least 6 characters long.
- 6) Click Sign up at the bottom.
- 7) An email will be sent to you at the email address provided in the sign up. Click the link in the email to verify your account.

The screenshot shows the 'Sign up' form. At the top, there is a blue box with white text that reads: 'Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.' Below this box are the following fields: 'Email' with the value 'gchalmers@springfieldisd.com', 'Password' with a masked input field and a strength indicator showing 'One lowercase letter', 'One uppercase letter', 'One number', and '6-255 characters'. Below the password field is the 'Location' field with a dropdown menu set to 'United States'. At the bottom of the form, there is a checkbox for 'Is your school in Canada?' with a 'Switch location' link. A blue 'Sign up' button is at the bottom right, and a link for 'Have an account? Log in' is at the bottom left.

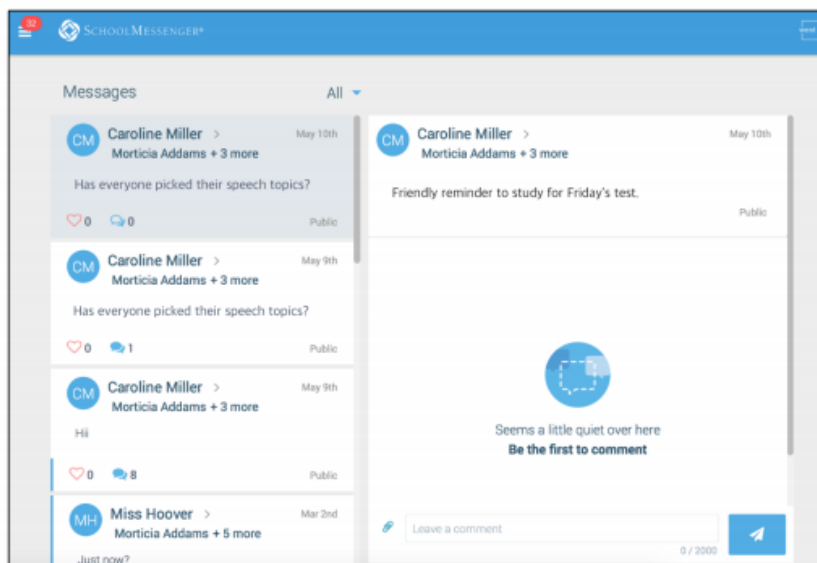
- 8) Return to the School Messenger Sign in Page. Log in with the same email address and password you used to create the account. A message will appear that you are successfully logged in. You can log in on the app or on the web.

The screenshot shows the 'Log in' form. It has the same layout as the sign up form. The 'Email' field contains 'gchalmers@springfieldisd.com'. The 'Password' field is masked. Below the password field is a link for 'Forgot your password?'. The 'Location' field is set to 'United States'. At the bottom, there is a checkbox for 'Is your school in Canada?' with a 'Switch location' link. A blue 'Log in' button is at the bottom right, and a link for 'Not registered yet? Sign up' is at the bottom left.

When you first sign in....

After successfully logging in with a verified email, you should expect to see any messages that you've recently received for any contacts (student, staff, or guardian records), associated with your account and email address.

Your account information and contacts will already be inputted into the system based on the information you have provided to your school or district.



Notification Preferences:

This page allows you to view and edit how you're contacted by your district when they send broadcast messages. 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 through teacher messaging within the School Messenger App.

Messaging:

There are two types of messages:

- 1) **Broadcast Messages:** Sent by the school or district as SchoolMessenger Broadcasts (Emergency and General Information). These will expire and be removed from your messages page after 30 days.
- 2) **Teacher-Sent Messages:** Messages sent initially by teachers either publicly or privately to participants who are members of a class or group the teacher has created. Unless deleted by the teacher, these remain in your message page indefinitely.

Below is an example of what your Messages Page will look like:

- 1) Message senders will have a colored icon with their initials.
- 2) Recipients can like a message.

If teachers enable it,

- 3) parents can attach a file, etc...
- 4) leave a comment
- 5) and send messages back to the teacher. Use the paper airplane button to send your comment.

