



# SCHOOLMESSENGER®

Our school notifications provider, SchoolMessenger, is always looking for ways to help us improve our communications with you. As a big part of this effort, we would like to encourage you to sign up for SchoolMessenger by visiting <https://go.schoolmessenger.com>, or download the mobile app from Google Play or the Apple App Store.

## What can you do with your SchoolMessenger account and the SchoolMessenger App?

You can personalize how you receive communications from your school or district. In addition, it centralizes those communications in a unified inbox.

## How do I access my School Messenger account?

- A. If you have a **PowerSchool Parent account**, login and click on the InfoCenter icon in the left hand column and it will take you to your SchoolMessenger account.



If you don't have a PowerSchool parent account, follow Step B

- B. Create a SchoolMessenger account using the email address on file with our school and follow these three steps:
1. Go to <https://go.schoolmessenger.com> Click the Sign Up Button on the top of the web page, or download the SchoolMessenger App from the Apple App Store or Google Play Market.
  2. Enter your email address and create a password. An email will be sent to that address with a secure token.
  3. After authenticating via your email, return to SchoolMessenger and sign in using your email and password.

*If you get a message about "No Associations Found", the predominate reason is that the email address you used to create your account is not on file with the school. Please contact the school, provide the email address you wish to receive communications through and ask that it be associated with your student(s).*

**The first time you log in you may be asked to choose a role.**

Choose Parent (Staff should also choose Parent as their role for their personal account)

**When you first sign into the SchoolMessenger App, you will receive the following prompt for any phone numbers at which you have not already provided SchoolMessenger consent to receive voice calls.**

Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(248) [REDACTED] Is it ok to call this phone number? ▾

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

Cancel Save

The Telephone Consumer Protection Act (47 U.S.C. 227) is a law that was passed by the US Congress in 1991. This law places restrictions on telephone solicitations and the use of automated telephone equipment, protecting the public from receiving unwanted phone calls.

While schools enjoy exemptions from some of these restrictions, the preference configurations within the SchoolMessenger App allow you to set your consent state ("yes" or "no") for each phone number associated with your account. With the exception of emergency calls, which cannot be exempted, any phone number whose consent state is set to "no" will not receive calls from SchoolMessenger.

Select "Yes" or "No" as your preference. Your preference will be saved for each of your phone numbers. Consent preferences can be changed at any time through the SchoolMessenger App's Preferences option (discussed later).

## Menu Options




**Messages** - see all of your messages here

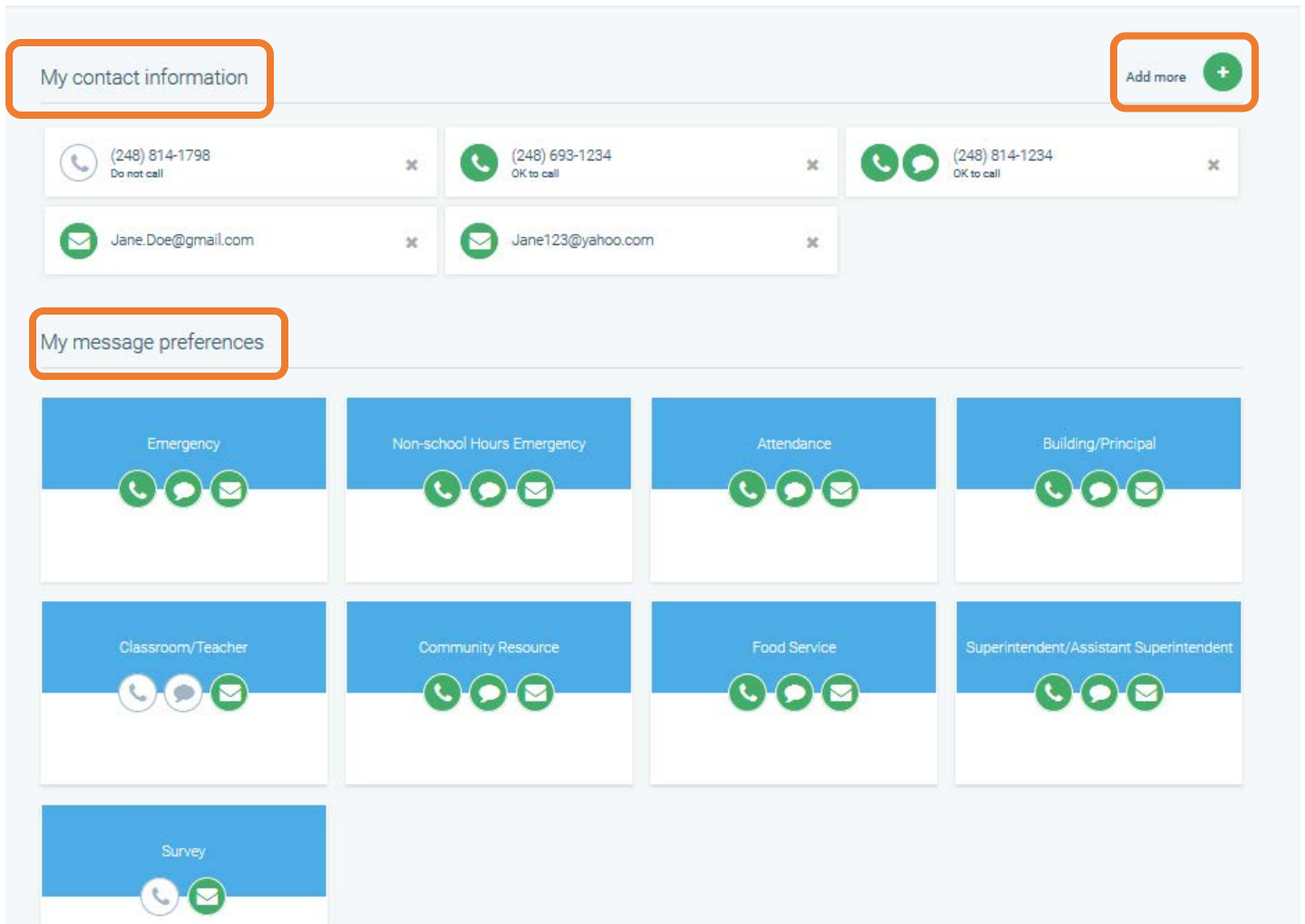
**Groups** – we are not currently using this feature

**Contacts** – you should be able to see all of your children here. If any are missing, contact your child's school.

**Your Name** – click here and choose **Preferences** to set up your notification preferences.

## Setting up Your Notification Preferences

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




### **My Contact Information:**

All the email addresses and telephone numbers (voice and SMS text) at which you can be contacted are displayed here. If you wish to add additional email and telephone numbers, click on Add More.

### **My Message Preferences:**


You can select how you wish to be contacted for each message type that is sent out by our district. For example, if you only want text messages regarding Attendance, click on Attendance and then uncheck all the circles except for text messages and SAVE.

Attendance  
Attendance

 Phone call


- (248) 814-1798 Do not call
- (248) 693-1234 OK to call
- (248) 814-1234 OK to call

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 Text message

- (248) 814-1234


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 Email

- Jane.Doe@gmail.com
- Jane123@yahoo.com




Attendance  
Attendance

 Phone call


- (248) 814-1798 Do not call
- (248) 693-1234 OK to call
- (248) 814-1234 OK to call

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 Text message

- (248) 814-1234

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 Email

- Jane.Doe@gmail.com
- Jane123@yahoo.com

Should you have any further questions, please contact your building secretary.