**School Messenger App**

For your convenience you can now also access your messages via the School Messenger website or by downloading their App.

**Please note: you do not need to have an account to receive messages and alerts.**

Website: go.schoolmessenger.com
App: School Messenger - found in Google PlayStore or ITunes App Store

You need to **Sign Up**. **be sure to use the email address you provided the school so that your account can be found**

Select a password - must contain:
- One Uppercase character
- One lowercase character
- One digit
- Be at least 6 characters

Make sure location is set to United States

You will be sent an email message to the email provided. Click on the link in the email to verify your email and a new page will open.

When you first sign into the App- you will receive a prompt for any phone numbers at which you have not already provided consent. Just select if ok to call as your preference.

Once in - click on your name in the upper right and go to settings. Enter in your name and select your role (parent).

**This must be done before you can use your account.**
Notification Preferences

This page allows you to view and edit how you’re contacted by your district when they send broadcast messages.

Access your notification preferences by clicking the icon and clicking Preferences.

1. **School / District**: The school district in which your email address is associated with is listed here.

2. **My contact information**: Displays all the email addresses and phone numbers (voice and SMS text) at which you can be contacted via that message type (phone, text, or email). The icons in green indicate that you’ve given your consent to be contacted. The icons in grey indicate you’ve chosen not to be notified on that number via that message type.

   Note: Your district will control over whether you’ll be able to edit or delete this information. You will know which phone numbers or email addresses can be deleted if they have a small X next to it. While the ability to edit or delete contact information may be limited by your school district, you can change your consent selections and preferences at any time.

3. **Add more**: Click this button to add more email addresses or phone numbers that aren’t already listed. If this button is not present, your district has disabled this ability.

4. **My message preferences**: Click each message category (emergency, attendance, etc.) to view which contact email addresses and phone numbers will be contacted. You can also adjust your notification preferences for each message type here.

   Note: The maximum number of phone numbers and email numbers you can enter into the system is controlled by your district admin.
**Messages**

The SchoolMessenger app's Messages page displays all messages (voice, email, or text) sent to you from your school and/or district during the last 30 days, as well as the messages and conversations that have taken place in the SchoolMessenger app group(s) you have joined.

They are sorted newest first, oldest last. The headings of all messages will appear on the left side of the Messages screen.

Broadcast Messages are sent by the school or district as SchoolMessenger Broadcasts to school-affiliated users (Emergency, Attendance, General, etc.).