
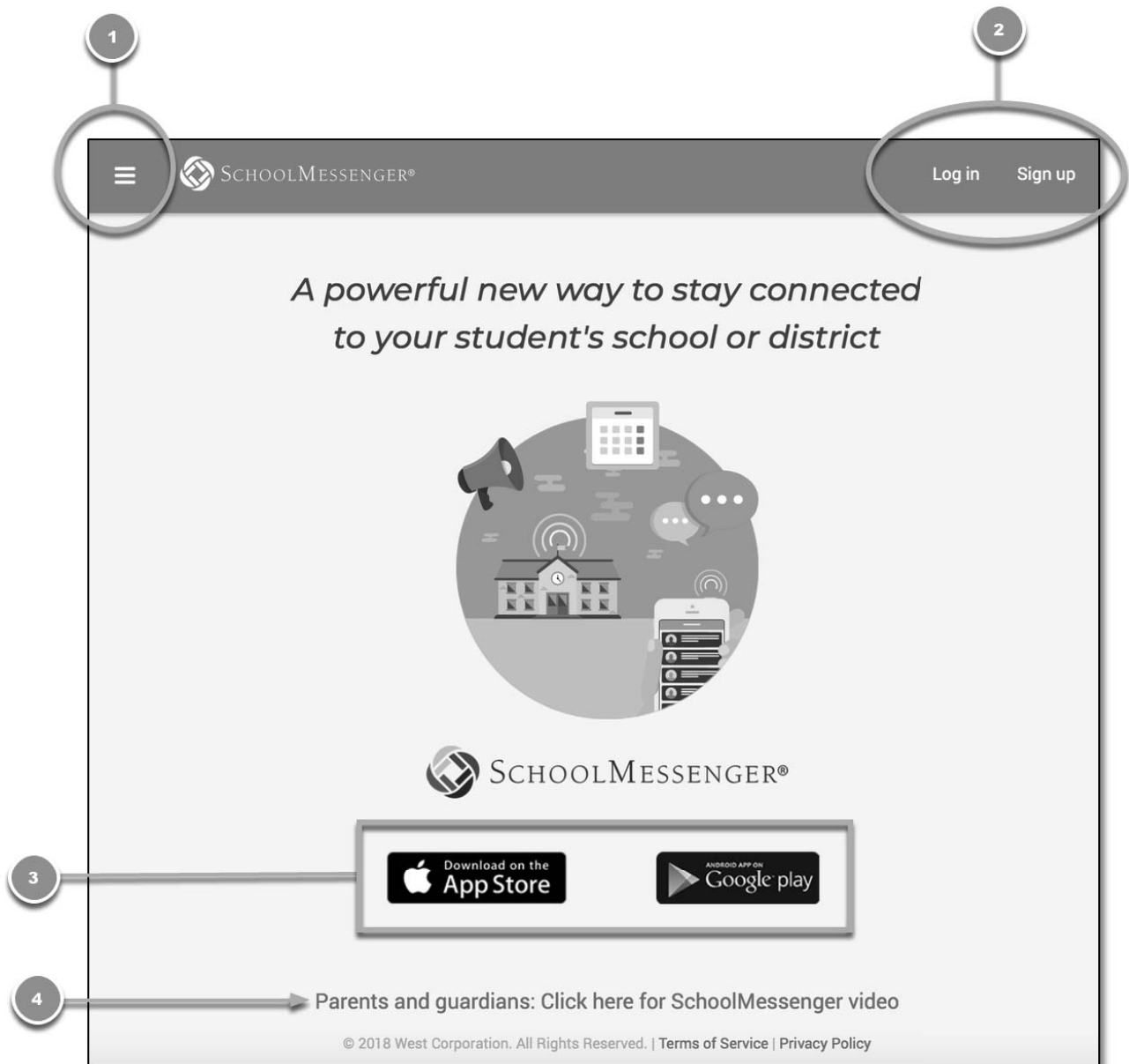




Welcome Page

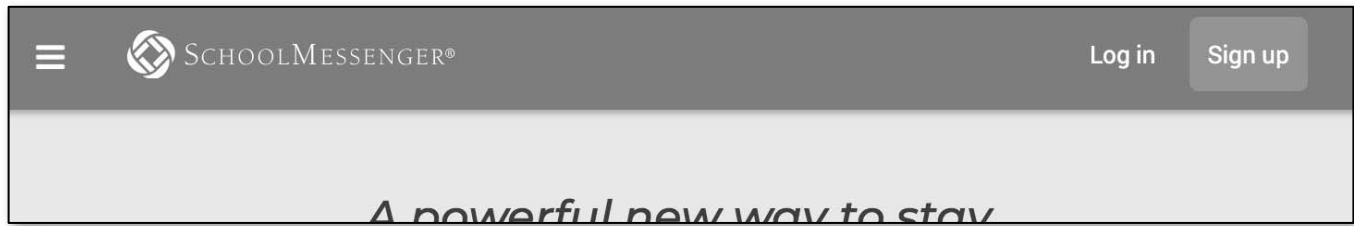
The SchoolMessenger app welcome page is simple and uncluttered.

1. Click the  icon to access more options.
2. Click either **Log in** or **Sign up** to access the SchoolMessenger app.
3. Download the mobile app from either Apple's App Store or Android's Google Play page.
4. Click the link for a quick informational video.





Creating a SchoolMessenger App Account



Sign Up

1. Enter the following URL in your browser's address bar: go.schoolmessenger.com
2. Click **Sign up** on the menu.



Important: If you already have an email address that the school has on record, use this email address when you sign up.

3. Enter your email address, your location and a password.

Your password must contain have at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 6 characters

You will be sent an email at the email address provided. Click the link in the email to verify your account. A new page will open on your browser.



Note: the link in the email is only valid for 24 hours. If you don't click on it and log into the SchoolMessenger app within that time period, it will expire and be of no further use.

You will have to restart the registration process and have a new email sent to you with a renewed link.

As your information is registered in the school or district records, you will receive all the messages you have subscribed to receive from the school. You must use this **same email address** in creating your SchoolMessenger app account.

Your school's district admin will configure your message settings and what features you will see when you log in.

Sign up

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.

Email
gchalmers@springfieldisd.com

Password
.....

One lowercase letter One number
One uppercase letter 6 - 255 characters

Location
United States

Is your school in Canada? [Switch location](#)

Sign up

Have an account? [Log in](#)



Log In

To log into the SchoolMessenger app:

1. Click **Log in** on the menu bar.
2. Enter the email address, password and location you used to register in the SchoolMessenger app.

Click on **Forgot your password?** if you forgot your password. An email will be sent to you allowing you to register a new password.

Log in

Email
gchalmers@springfieldusd.com

Password
.....

Forgot your password?


Location
 United States

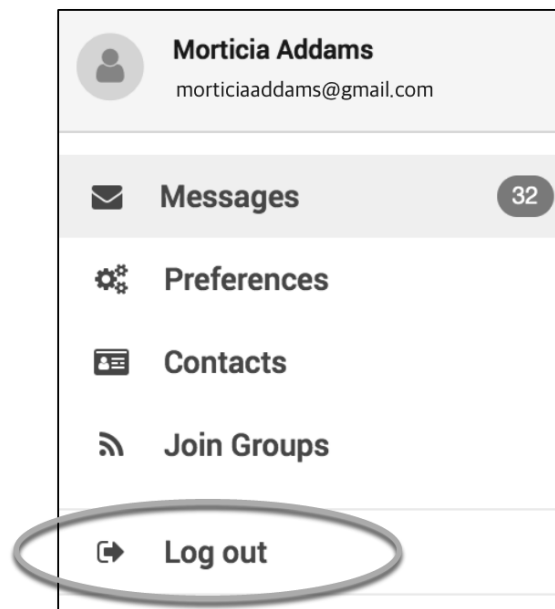
Is your school in Canada? [Switch location](#)

Log in

Not registered yet? [Sign up](#)


Log Out

1. Click the  icon in the upper left corner of your screen.
2. Click **Log out**.





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.

