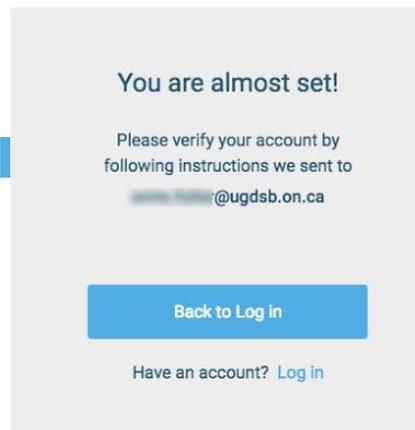


Creating a School Messenger Account - Parents

Create an account in the SchoolMessenger

1. Enter the following url in a browser address bar: go.schoolmessenger.com
2. Click on the **Sign Up** link in the top right corner of the screen.
3. Enter your email address that you provided to the school. If you are unsure enter the email address you would like to use. Enter a password. Ensure your password contains one uppercase character, one lower case character, one digit and is no fewer than six characters in length.



4. You will be prompted to check your email for a confirmation email. Open the email and click on the link. This will open a new page asking permission to use the displayed phone number to contact you. Use the drop-down menu to choose and click **Save**.

5. If the email address that you registered does not exist in the school records you will be asked to provide a phone number. After submitting the number you can choose to receive a confirmation text or voice message with a unique code. Type this code into the designated window to confirm.

(_ _ _) _ _ _ - _ _ _ _

- Call me with a verification code
 Text a verification code to me

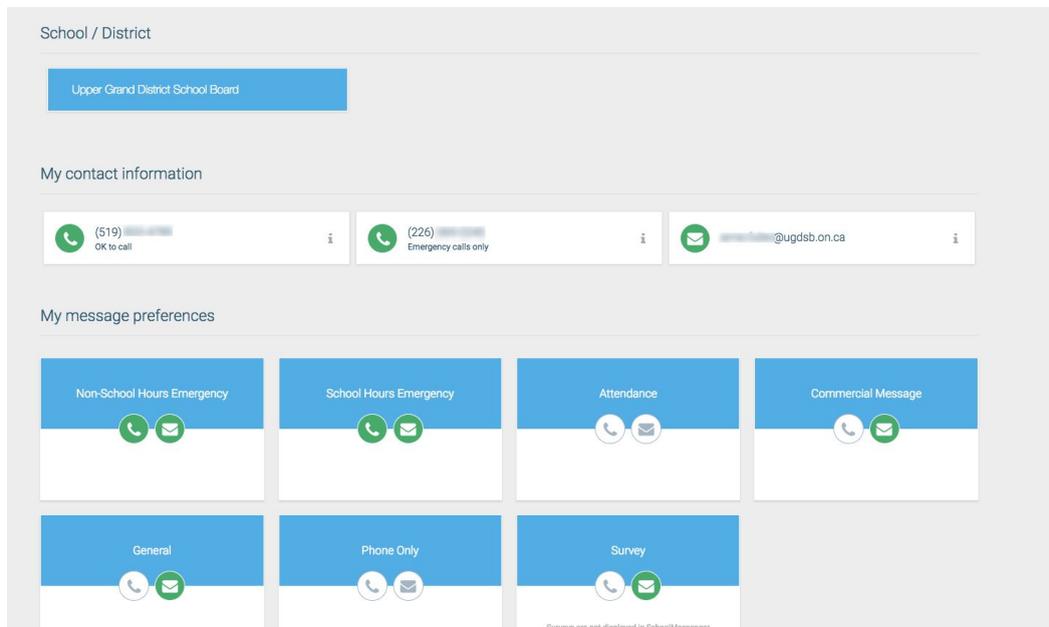
Notification Preferences

The first time you log into School Messenger you confirm your contact information and set your message preferences. Use the menu located in the top left corner of the screen to navigate to preference.



This information is populated from our student information system. Please click on each box to set your permissions as you prefer.

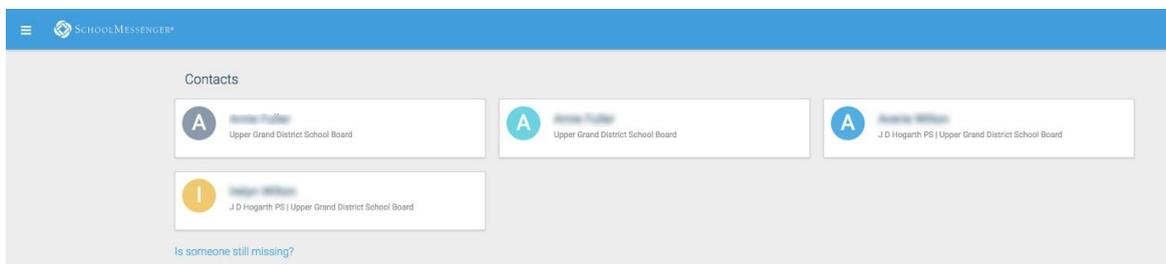
**



Commercial Messages Preferences is for CASL compliance for receipt of emails from your school.

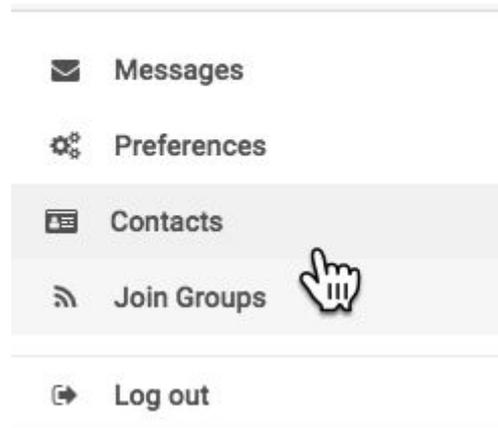
Contacts

Please check Contacts in the menu to ensure that you and your children are in the system. Click on the hyperlink below if the information is incomplete.

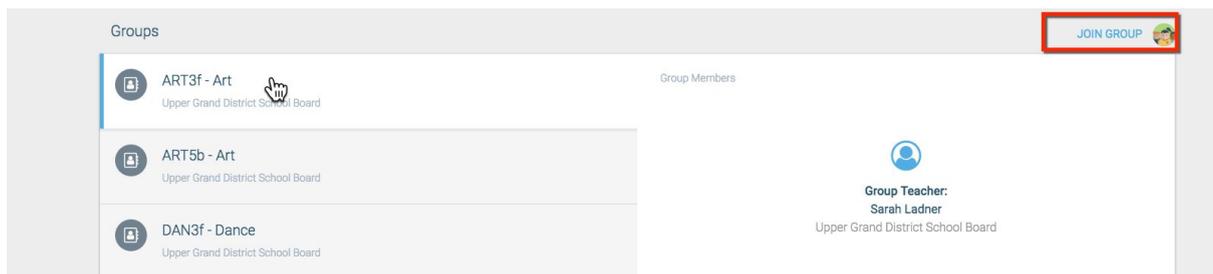


Joining a Group

Teacher will create groups based on the roster data in our system. They will provide you with a unique code to enter to access the group. To view groups use the menu to navigate to Join Groups



From the list of classes select the group identified by your teacher and click on the Join Group link located in the top right corner.



Type in the code provided to you by the teacher.

Join Group

Type your group access code:

You will be able to send messages to this group upon approval of the group owner.

Don't have a code?

Please ask the teacher to share with you the access code for the group you are trying to join.

Cancel

Join