Parent/Guardian Guide to Creating a School Messenger GO Account!

SchoolMessenger is the new messaging system that the Stafford School District will be using to send important notifications related to emergencies, school closings and delays, attendance, and other general information. This guide will serve to help you set up your new SchoolMessenger GO account, which is meant to give SchoolMessenger users a place to customize their own contact preferences. You will be able to change which phone numbers and emails receive which types of notifications, and also view both past and current notifications sent to you. In the future, your SchoolMessenger GO account will also have the functionality for teachers to communicate with parents and students from their classes. <u>As an important note, every parent or guardian will need to create their own separate SchoolMessenger GO account, using separate email addresses, in order to fully customize their information!</u>

Please also note, the text messaging feature through School Messenger is live! You may opt-in by texting "Yes" to 67587

Your first step will be to visit this link:
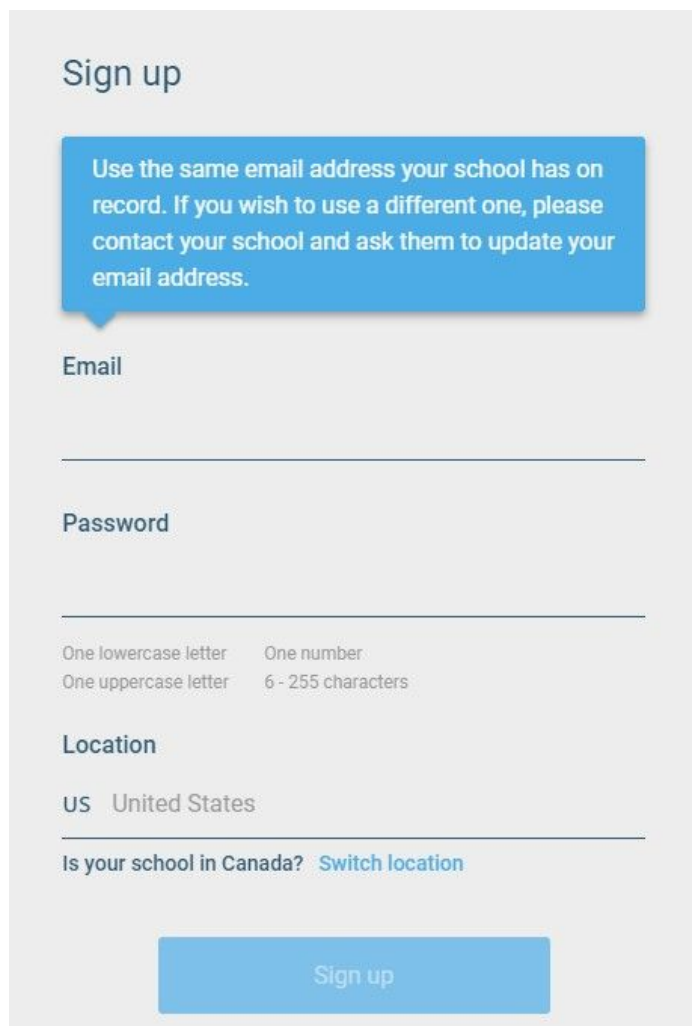https://go.schoolmessenger.com/#/home

This link is also available on the school website located here Notifications > Parents & Students > (click page 2 at bottom left of the page) School Messenger Notification System Customize Link: http://stafford.k12.ct.us/notifications/parents___students)

At the top right-hand corner, please click Sign up
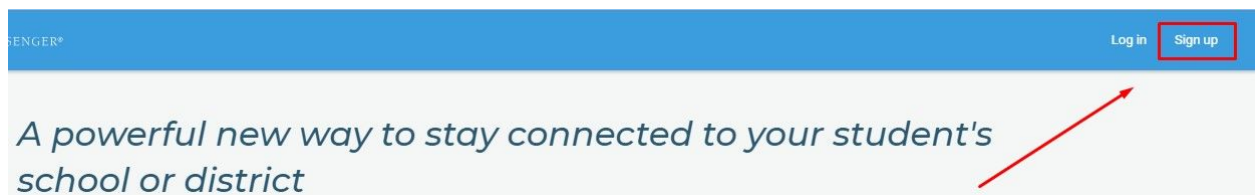
Your sign up page will look like this:

Please use one of the primary email addresses associated with your PowerSchool account. (Each parent/guardian must have an email address listed in PowerSchool in order to customize their School Messenger account. If you would like to add an email address to PowerSchool, please contact your child's school office.)

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

Password

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

Location

US   United States

Is your school in Canada?   Switch location

Sign up

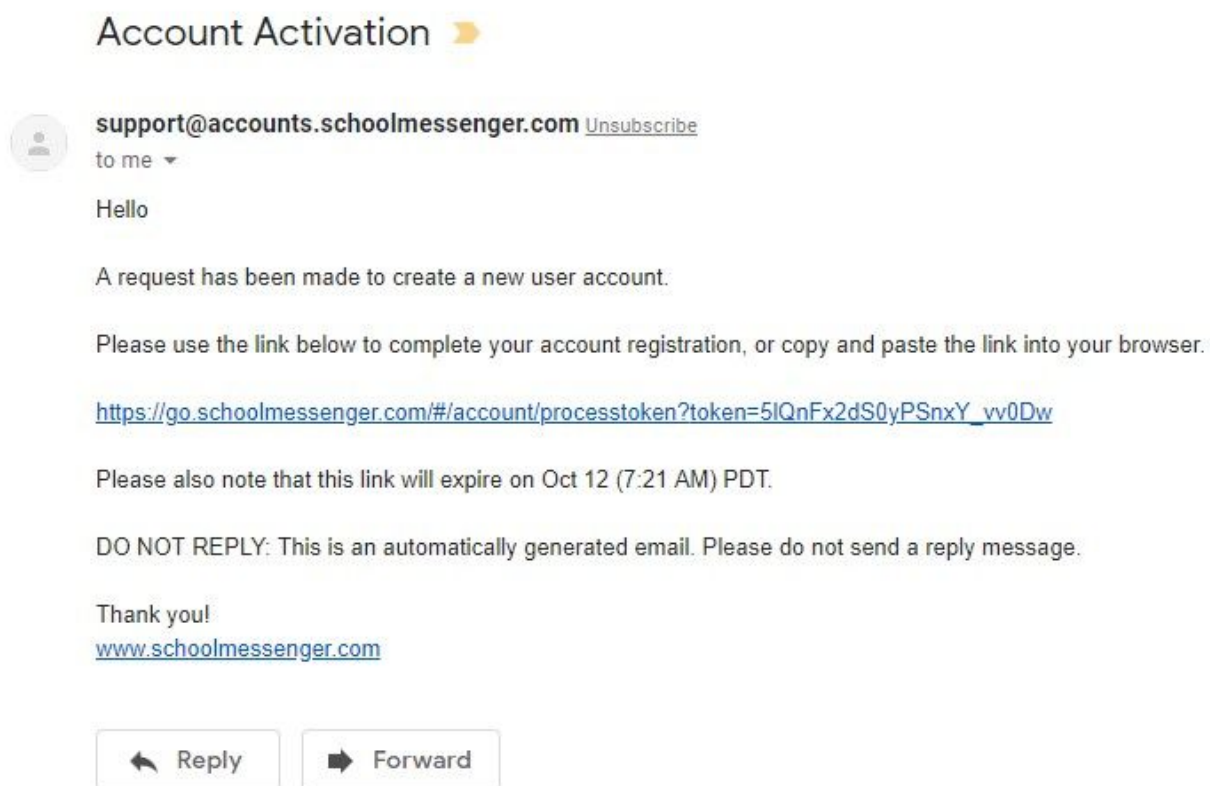Please then provide a new password, following the four rules listed:

One Lowercase Letter,
One Uppercase Letter,
One Number,
A minimum of 6 characters.

You will then be prompted to activate your account. An email like this should have been sent to the address you provided:

Account Activation ▶

support@accounts.schoolmessenger.com Unsubscribe
to me ▾

Hello

A request has been made to create a new user account.

Please use the link below to complete your account registration, or copy and paste the link into your browser.

https://go.schoolmessenger.com/#/account/processtoken?token=5IQnFx2dS0yPSnxY_vv0Dw

Please also note that this link will expire on Oct 12 (7:21 AM) PDT.

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.

Thank you!
www.schoolmessenger.com

↩ Reply   ➡ Forward

Clicking on the link in the email will activate your account and bring you directly to a login page. Please now login using the email address and password you just provided!

The next screen will look something like this, with your telephone numbers listed:

This initial screen allows you to quickly provide phone call permission to SchoolMessenger! It is suggested that you click the drop down and select "It is OK to call this number". If a telephone number is incorrect, please contact your school office for assistance. After providing an answer or closing this window, the next screen you will see looks like this:

This screen contains records of all notifications received by this account, allowing you to easily access any past notification in complete detail, including being able to play back any voice recording that was attached!

Next we will go over the most important part of SchoolMessenger GO, the ability to customize your contact preferences! To do so, please click on the menu button in the top left of the screen:
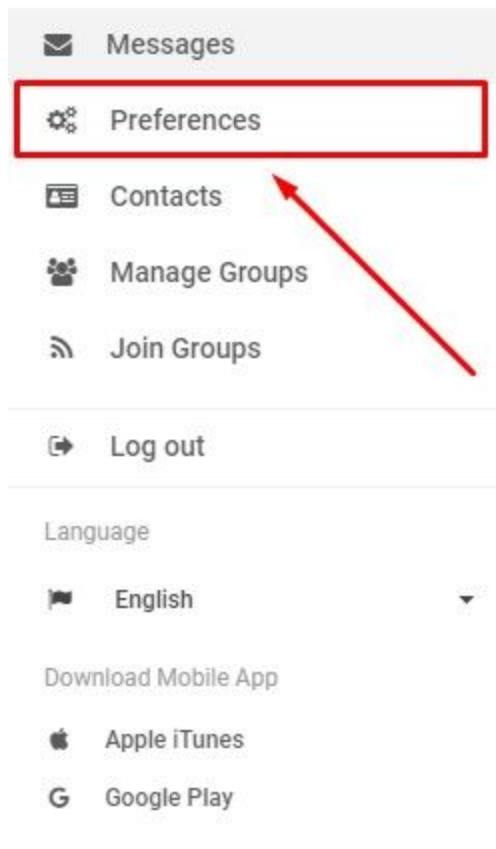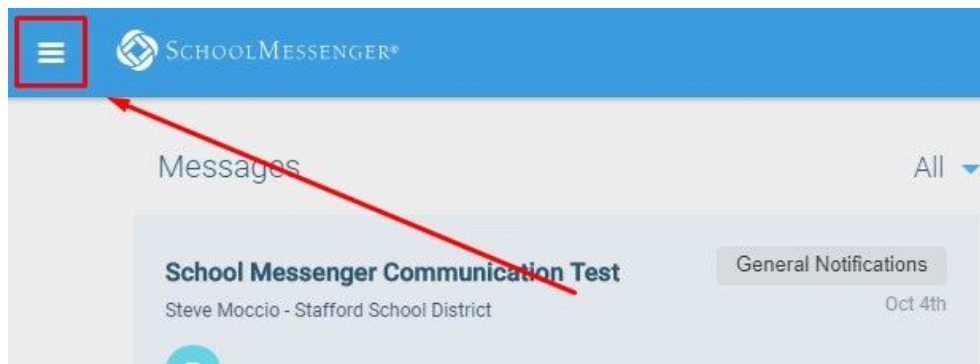
The navigation menu should pop up on the left-hand side:

Please click on the Preferences button to access your contact preferences!

This next page will contain the phone numbers and email addresses associated with your parent account. These methods of contact should reflect only your contact information, if another parent or guardian wishes to adjust their contact information as well, they will need to create their own separate account using the email address they have on file.
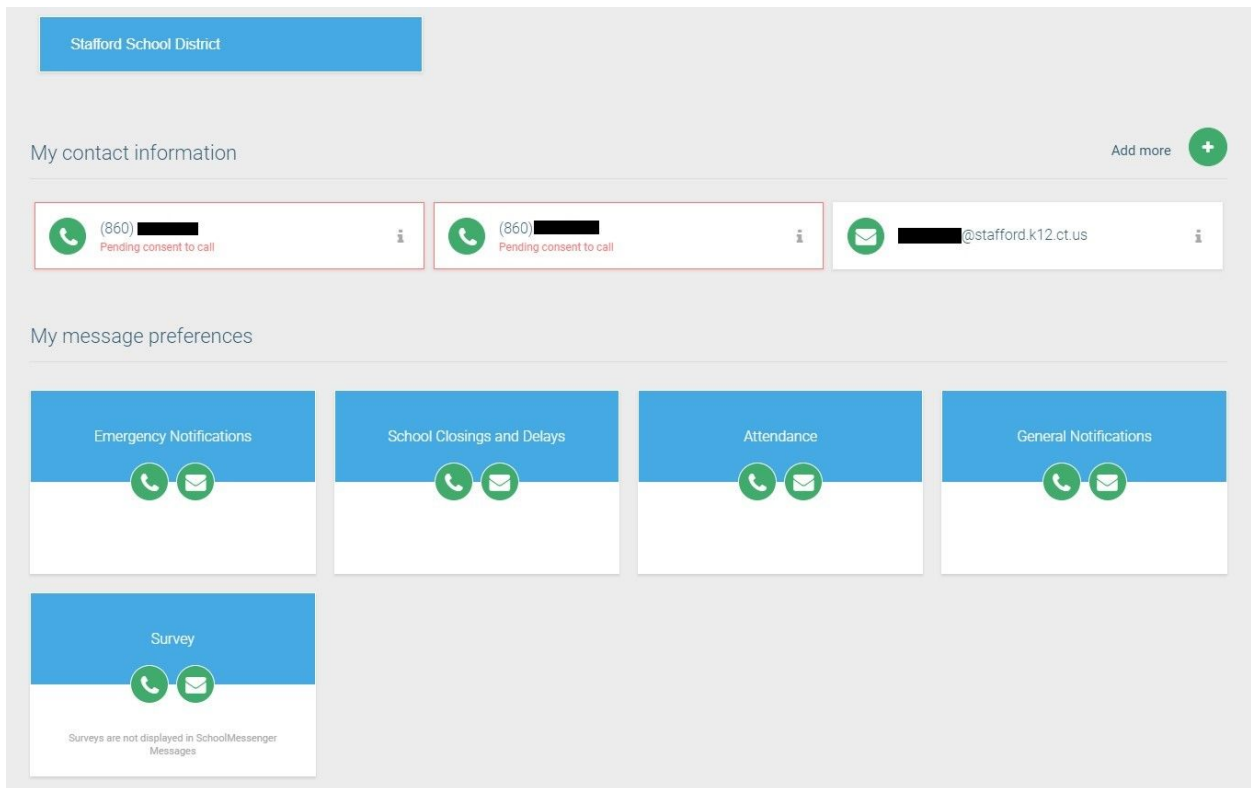
There are **five** categories we have for school notifications:

<u>Emergency Notifications:</u> Notifications of emergencies such as lockdowns or other unexpected school events.

<u>School Closings and Delays:</u> Notifications for school closings and delays only.

<u>Attendance:</u> Automated attendance letters sent out daily to parents of students who were absent that day. (If you do not have a student in the district, this message type will not affect you.)

<u>General Notifications:</u> General, non-emergency notifications

<u>Survey:</u> Functionality for the district to send a survey question to staff or parents using SchoolMessenger contact information.

On this page, clicking on one of your phone numbers, email, or any of the message types, will allow you to change which number or email receives which type of message! Simply leave the box checked if you wish to receive notifications through that method, or unchecked if not!

(860) ████████ It's OK to call this phone | Change
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from Stafford School District, and how you want to receive them.

All available SMS numbers are currently in use. If you wish to use this number to receive text messages you will need to remove an existing phone which is currently using SMS text messaging.

Emergency Notifications
✔ Call me

School Closings and Delays
✔ Call me

Attendance
✔ Call me

General Notifications
✔ Call me

Survey
○ Call me

Surveys are not displayed in SchoolMessenger Messages

The **Emergency Notifications**, **School Closings and Delays**, and **Attendance** fields all require at least **one** phone number.

Lastly, if there is any <u>incorrect or missing information that you do not have access to change</u>, please contact your school office for assistance.

If you have any questions, please feel free to contact Dean Fortin in the IT department at:

Phone number: (860)-684-2218
Email: Fortind@stafford.k12.ct.us