

School Messenger App:

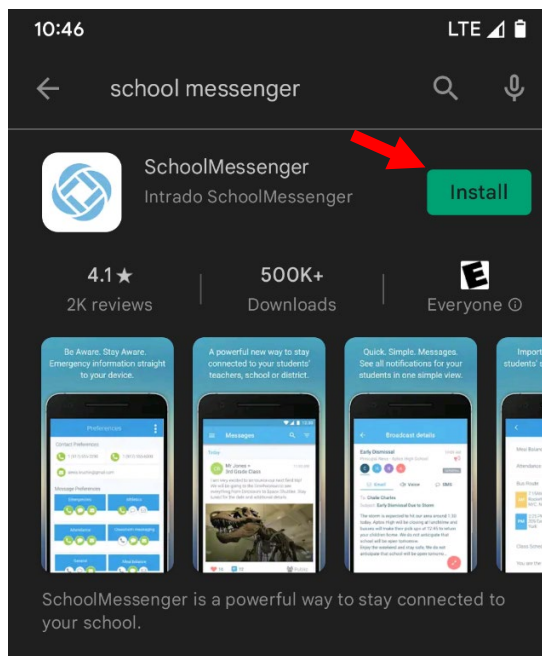
Want to manage how you are contacted for Weather events? The below instructions tell you how to modify your contact preferences.

Download the School Messenger App:

1. Open the App store on your cell phone.



2. Search for **SchoolMessenger** or **Intrado SchoolMessenger**.
3. Install the **SchoolMessenger** app.

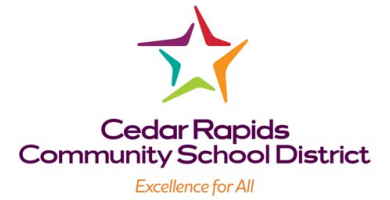


First time account setup:

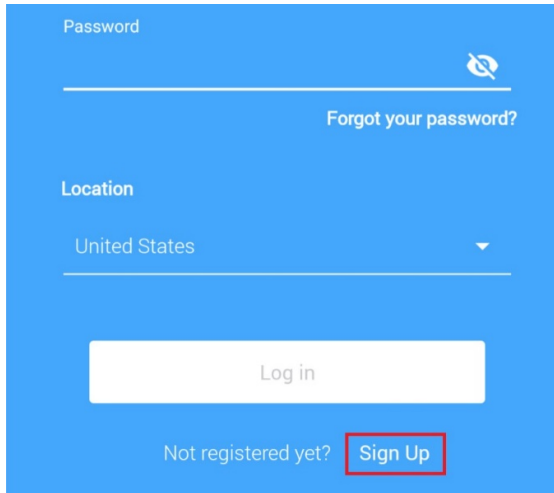
1. Open the app.



School Messenger App:



2. Click the **Sign up** button at the bottom of the screen.



Password

Forgot your password?

Location

United States

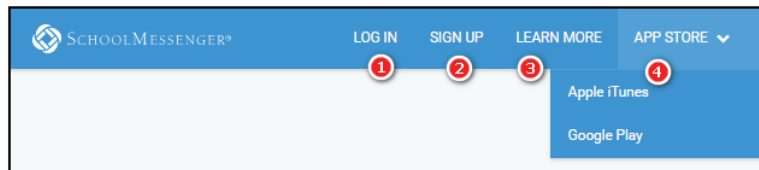
Log in

Not registered yet? **Sign Up**

3. Enter the **email** address that CR Schools has on record for you.
4. Enter your new **password**.
5. Choose **United States** for the location.
6. Scroll down and click the **Sign Up** button.
7. Follow the prompts to set up your account.

Initial Menu

The menu on the right will appear when you start the SchoolMessenger App. Click on:



- 1) **Log In** to log into the SchoolMessenger App, if you have already created an account.

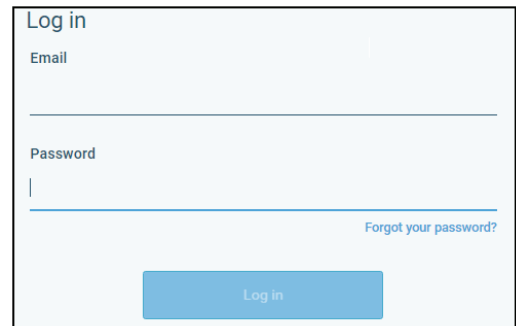
Or...

- 2) **Sign Up** to create an account.
- 3) **Learn More** for information about the SchoolMessenger App.
- 4) **App Store** to access either the Apple iTunes or the Google Play site to download the mobile versions of the SchoolMessenger App.

Log In

To log into the SchoolMessenger App:

- 1) Click on **Log In** on the menu in the upper right-hand corner of the login page.
- 2) Enter the email address you used to register in the SchoolMessenger App.
- 3) Click on **Forgot your password?** if you forgot your password. An email will be sent to you allowing you to register a new password.

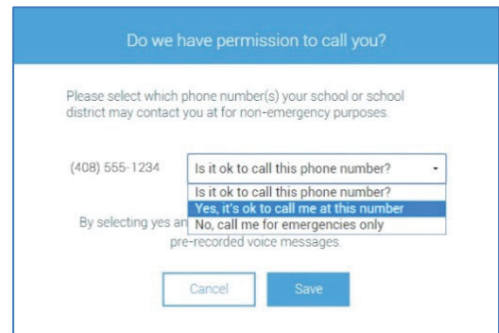



Adding Additional Phone Numbers


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.

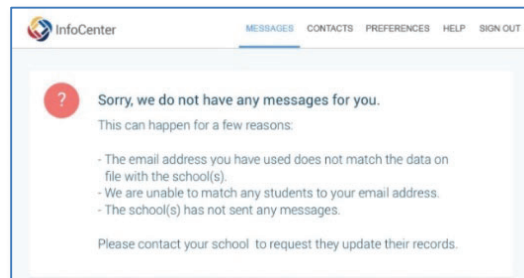
Select “Yes” or “No” as your preference. Your preference will be saved for each of your phone numbers. Consent preferences can be changed at any time through the SchoolMessenger App’s **Preferences** option (discussed later).

We recommend that you spend a few moments considering your notification preferences to ensure that you receive all the emails, phone calls, and text messages you would like to receive.

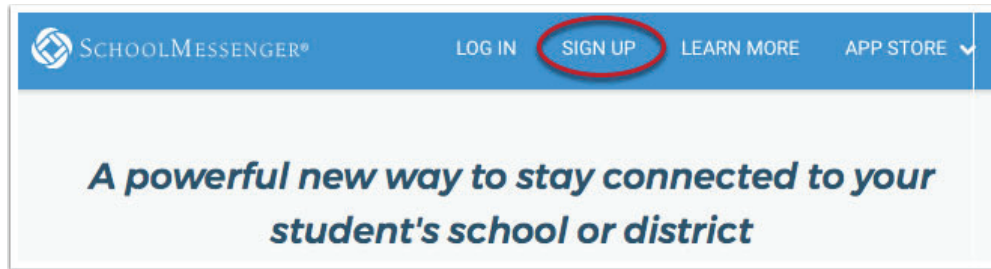


 **Note:** *It is possible that certain factors, such as a recently changed phone number, change of billing info, or a temporary disconnection may nullify consent for a phone number for which you had previously provided consent. If this happens, you will see the above permission prompt reappear. Simply reselect and save your preference.*

 **Important:** *If you see any variation on the following message when logging in to the SchoolMessenger App, please contact the school to ensure they have your email address associated with the appropriate school records. Once the corrections have been made, you will need to sign out, then sign back in again, at which point the problem will have been corrected.*

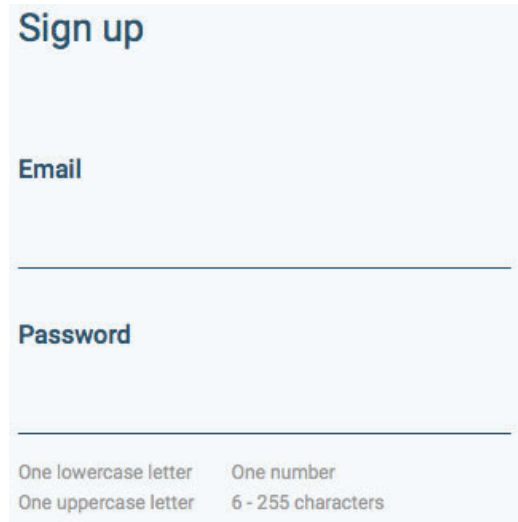



Creating a SchoolMessenger App Account



You must create an account in the SchoolMessenger App before you can start using it. To do so:

- 1) Enter the following url in browser's address bar:
go.schoolmessenger.com
- 2) Click on **Sign Up** on the menu in the upper right-hand corner of the login page.
- 3) Enter your email address and a password. Your password must: contain at least one uppercase character, one lowercase character, one digit, and that it must be no fewer than six characters in length.
- 4) Receive an email message at the email address you provided. Click on the link in the email. A new page will open up in your default browser. (Ignore the confirmation code at the top of the message; it is no longer being used.)




 **Note:** *The link in the above email is valid for only 24 hours. If you do not 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.*

Set up Your User Account

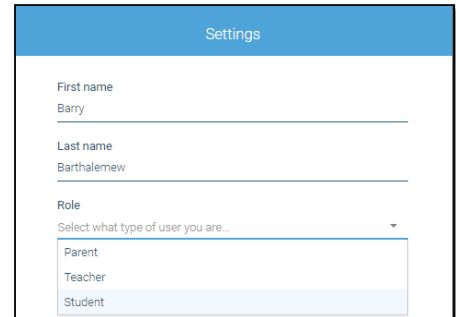
Once you have logged in successfully, you must set up the SchoolMessenger App for your use. Set up includes the following:

- setting up your **User Account**
- setting **Notification** preferences
- creating **Groups** that you will invite authorized members to join

For all User Types, follow the below steps to set up your **User Account**:


- 1) Click on the menu option with your login name in it (e.g. ).
- 2) Click on the **Settings** option.
- 3) Enter your first name, last name, and your **Role** type (Teacher).

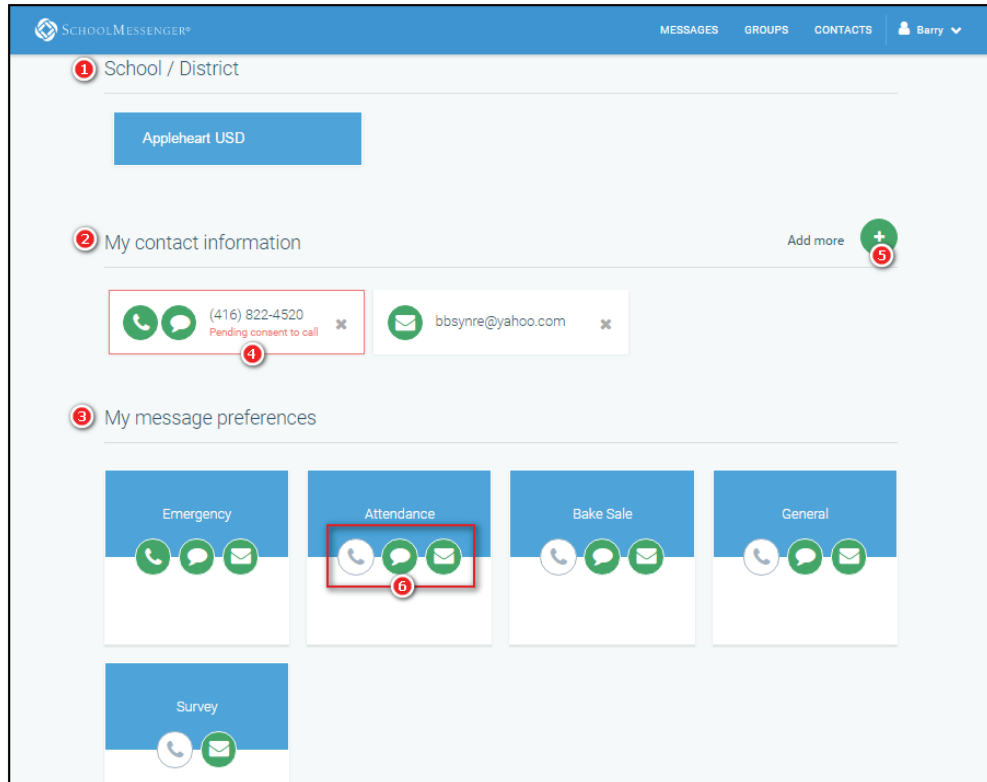
Your settings must be completed before an account can be used. Failure to do so will cause the system to log you out, and you will be prompted to enter this data next time you log in.



! **Important:** You can change your Role type (from teacher, to student, to parent) whenever you like, BUT in doing so, you obliterate your entire message history and essentially restart as a new user. If you are a teacher **and** a parent, you can use two different email addresses to register and to login into the system.

Notification Preferences (School-Affiliated Users Only)

- 1) Click on the menu option with your login name in it (e.g.  Barry ▾).
- 2) Click on the **Preferences** option. The preferences on this page affect SchoolMessenger Broadcasts that may be sent to you from the school/district. They do not affect messages sent and received from within the SchoolMessenger App.



- **School/District: (1)** simply displays the school(s) and district(s) that you are connected with. There can be more than one school or district here, as it is possible for a student to be enrolled at more than one school, a parent/guardian to have children/wards in more than one school or district, and a teacher to teach at more than one school/district.
- **Contact Information: (2)** displays all the email addresses and telephone numbers (voice and SMS text) at which you can be contacted. Icons for voice and SMS text are selected **(4)** in this example, and they are awaiting consent approvals from Barry. Additional email and telephone numbers can be added **(5)** by clicking on **Add more** (e.g. a workplace email address can be added in addition to the personal email address already on file in SchoolMessenger).
- **Message Preferences (3)** shows all the types of messages which the school/district has set up in their SchoolMessenger setup. Hence, more or fewer message types may appear here with unique names, defined as such by the school/district. You can select how you wish to be contacted for each message type **(6)**. For example, Barry, the parent in the above screenshot, has opted to receive attendance messages via email and SMS, but not via voice call.

About Messages

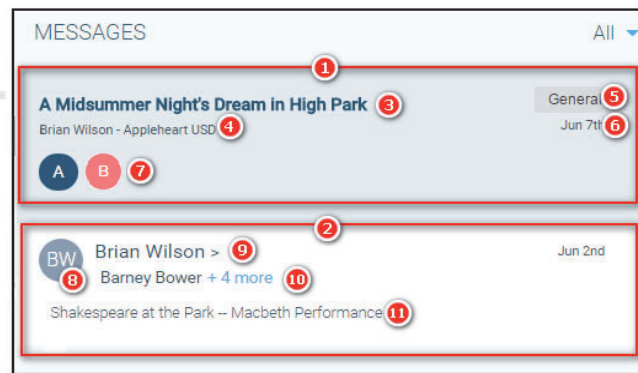
The SchoolMessenger App's **Messages** page displays all messages (voice, email, or text) that you've sent and messages sent to you from parents, school and/or district during the last 30 days

They are sorted newest first, oldest last.


The headings of all messages will appear on the left side of the **Messages** screen. There are two types of messages:

- 1) Sent by the school or district as SchoolMessenger Broadcasts to school-affiliated users (e.g. Emergency or Attendance messages).
- 2) Sent either publicly or privately by participants who are members of a SchoolMessenger App group.

Message Components



<i>The (1) school/district messages will include:</i>	<i>The (2) the SchoolMessenger App-only messages will include:</i>
<p>3) the name of the school/district message in bolded type</p> <p>4) the name of the sender and the name of the school/district</p> <p>5) the message type (e.g. General, Emergency, Survey, etc.)</p> <p>6) the date on which the message was sent</p> <p>7) initial-icon indicating whom the message was sent to (when sent to a student) or the student concerning whom the message is about (when sent to e.g. a parent). Multiple circles indicate that the same message has been sent for multiple students</p>	<p>8) the initial-icon of the group sender</p> <p>9) the name of the sender</p> <p>10) the name of the contact the message has been sent to, followed by the number of other group members who have received the same message. Clicking on the + [number] more link will produce a list of the names and roles (student/parent/guardian) of all the other recipients of the message</p> <p>11) the name of the message</p>

 **Note:** *The SchoolMessenger App automatically assigns the color and initial of the each of the student-identification circles. Neither the color nor the initial are editable.*