

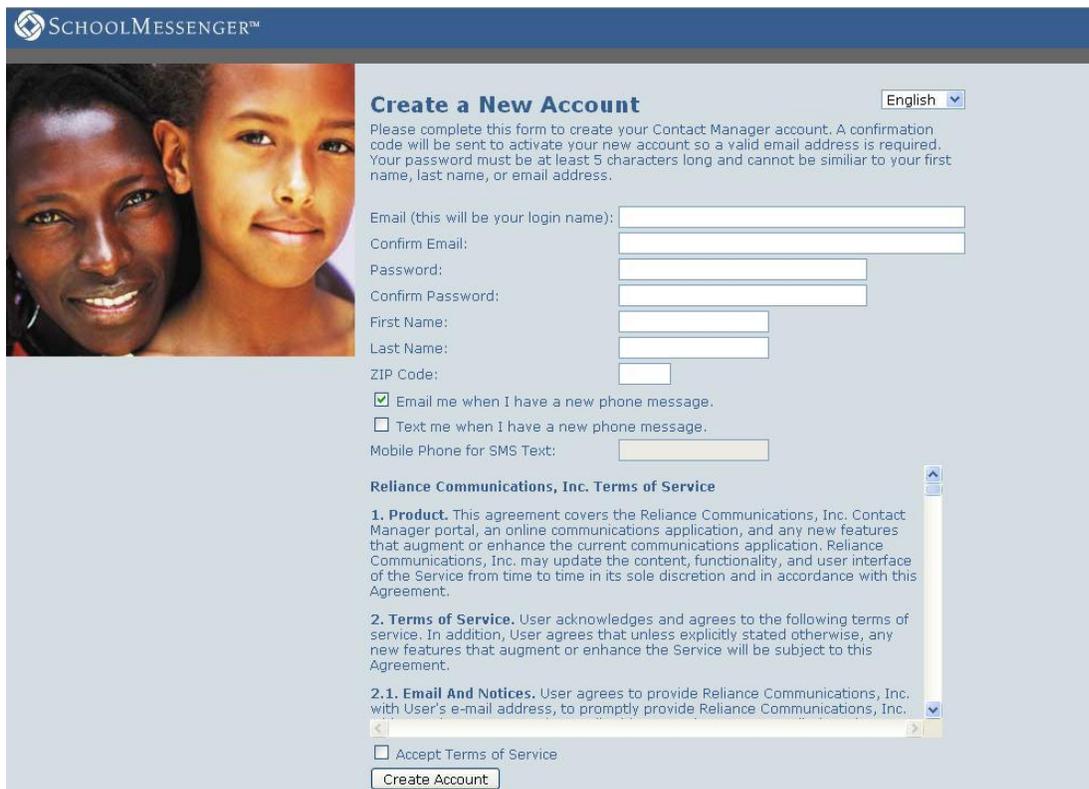
# SchoolMessenger Account Activation for St. Croix Falls School District

You will need a computer with e-mail access to complete this step-by-step process from start to finish, which takes approximately 5-10 minutes.

1. Login to the PowerSchool Parent Portal.
2. Click the link for SchoolMessenger underneath each child you have enrolled to retrieve their unique activation codes.
3. Click *Create SchoolMessenger Account* in the PowerSchool Parent Portal on the under the SchoolMessenger Page to start the account creation process.
4. On the Create a New Account screen, you will need to enter a valid e-mail address, a password, your name and your zip code.

**Please remember this e-mail and password. You will use this e-mail address and password whenever you need to sign in to SchoolMessenger Contact Manager to change/update your preferences in the future.**

Check *E-mail or Text me when I have a new phone message* **only if** you would like to receive an e-mail each time there is a phone notification sent. Check *Accept Terms of Service* and click on the *Create Account* button.



The screenshot shows the 'Create a New Account' page for SchoolMessenger. On the left is a photo of a woman and a young girl. The form fields include: Email (login name), Confirm Email, Password, Confirm Password, First Name, Last Name, and ZIP Code. There are checkboxes for 'Email me when I have a new phone message' (checked) and 'Text me when I have a new phone message' (unchecked). A 'Mobile Phone for SMS Text' field is also present. Below the form is the 'Reliance Communications, Inc. Terms of Service' section, which includes a scrollable text area with terms and conditions, and a 'Create Account' button at the bottom.

**SCHOOLMESSENGER™**

### Create a New Account

English

Please complete this form to create your Contact Manager account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

Email (this will be your login name):

Confirm Email:

Password:

Confirm Password:

First Name:

Last Name:

ZIP Code:

Email me when I have a new phone message.

Text me when I have a new phone message.

Mobile Phone for SMS Text:

**Reliance Communications, Inc. Terms of Service**

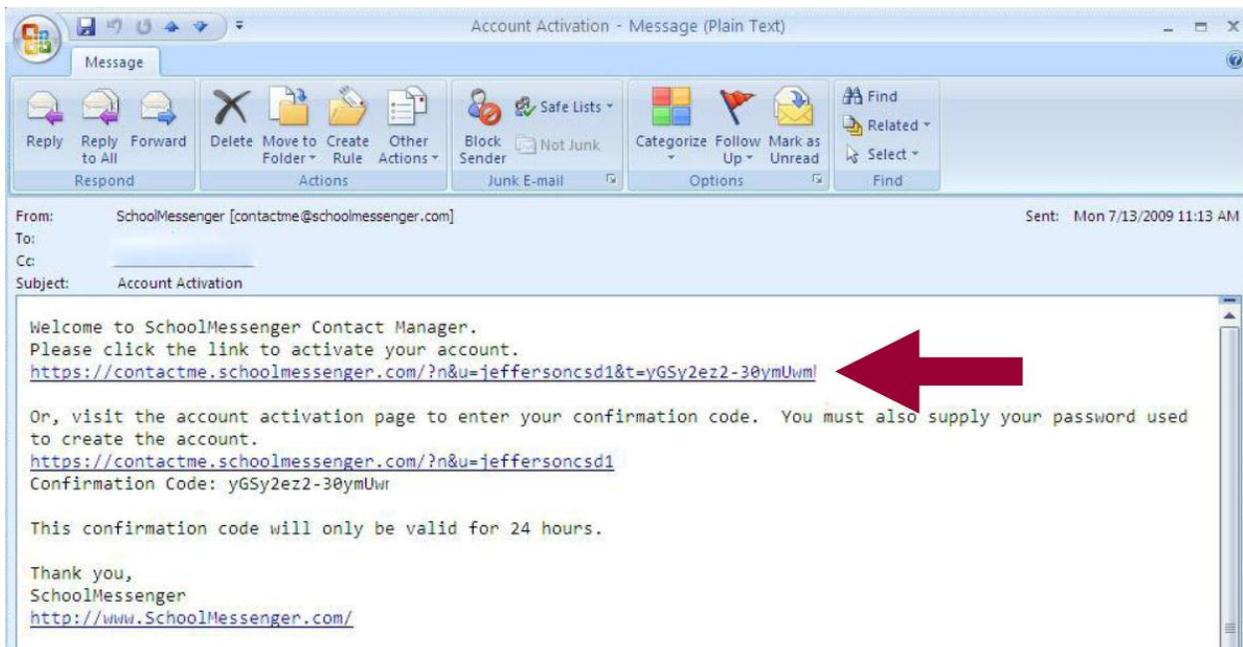
**1. Product.** This agreement covers the Reliance Communications, Inc. Contact Manager portal, an online communications application, and any new features that augment or enhance the current communications application. Reliance Communications, Inc. may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.

**2. Terms of Service.** User acknowledges and agrees to the following terms of service. In addition, User agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service will be subject to this Agreement.

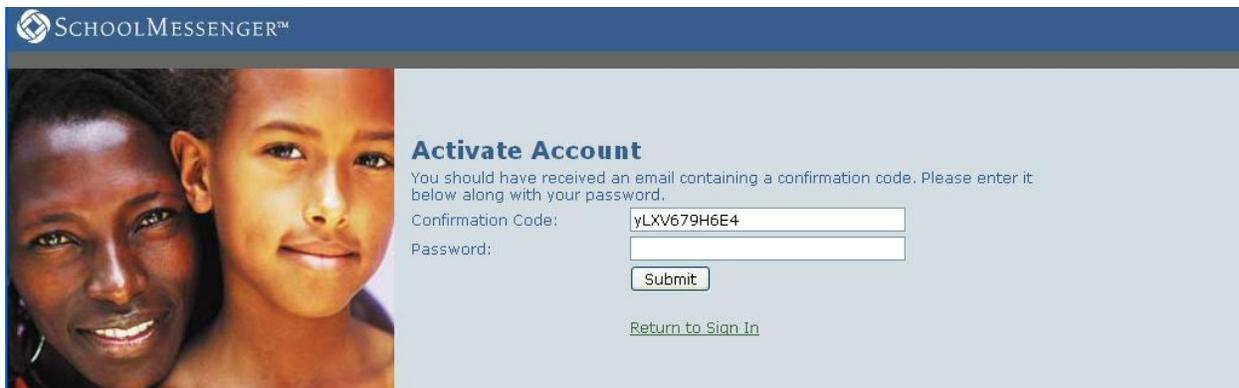
**2.1. Email And Notices.** User agrees to provide Reliance Communications, Inc. with User's e-mail address, to promptly provide Reliance Communications, Inc.

Accept Terms of Service

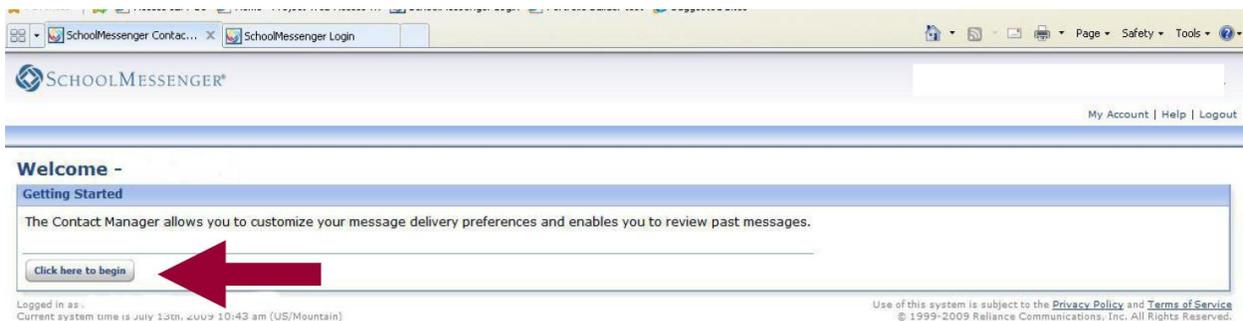
5. Go to your e-mail account and look for the message from SchoolMessenger. **You must do this within 24 hours or you'll need to repeat the process.** Click on the link in the e-mail message. This will take you to the Activate Account page.



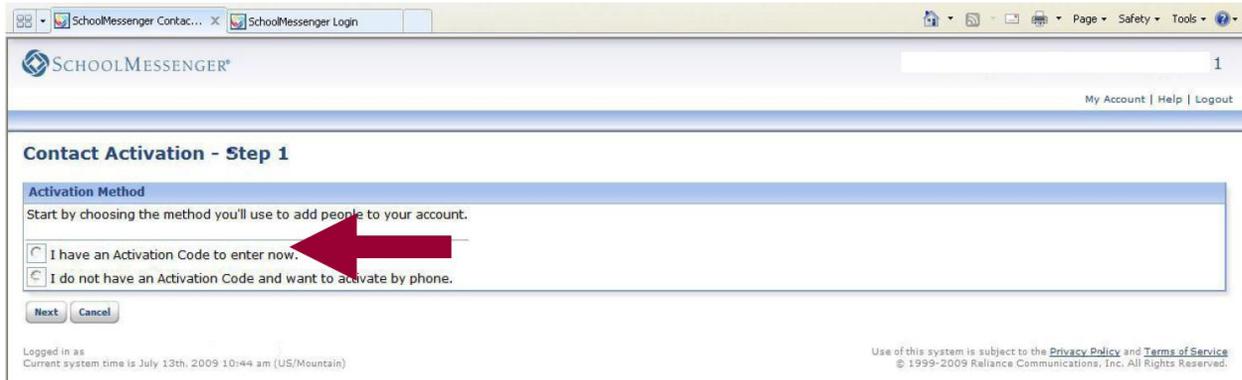
6. Type the password you created earlier on the *Create an Account* screen and click *Submit*.



7. You will see this welcome screen. Click on *Click here to begin*.



8. Select *I have an Activation Code to enter now*, then *Next*.

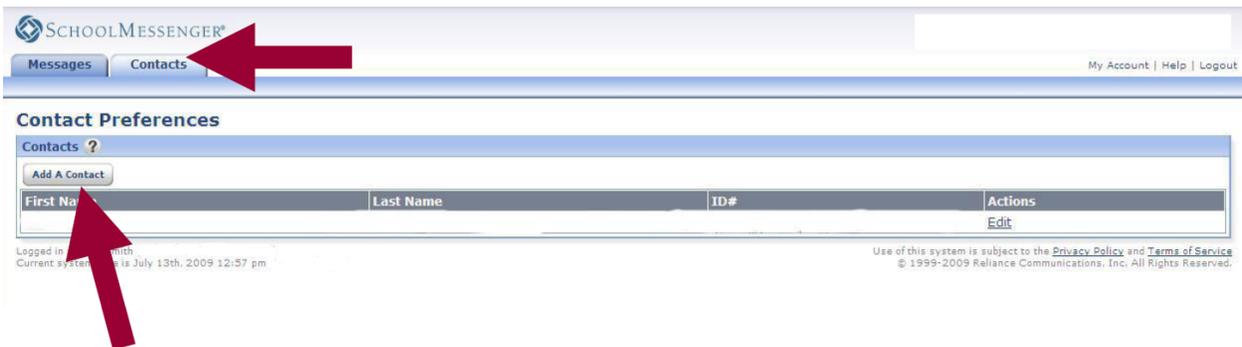


9. Enter your child's ID and the activation code which you obtained from PowerSchool. If you have more than one child, add each child using the *Add More* button. Click *Next*.

#### Add A Contact

10. There are two tabs at the top of the screen. Select the *Contacts* tab.

Add more children to your account anytime by clicking the *Add a Contact* button and following the prompts.



11. When you have finished adding your child(ren) to your account, click the *Edit* button on the right side of the box.



12. On the *Edit Contact Details* page, it is very important that you check which types of messages you would like to receive and at which phone number or e-mail address. You must complete the steps on this screen in order to put in your contact preferences.

Editing your primary number, primary email, or primary SMS (text messaging) in this system is not an option. To update this information, please visit the PowerSchool Parent Portal.

You may choose which types of messages to receive at your primary phone number, email, and SMS; add other numbers or e-mail addresses; and opt-in for SMS text messaging. You may also add contact information for your child, your child’s caregiver, or other family members if you so desire. **Please enter only direct lines for work phone numbers. SchoolMessenger does not accept extensions. Do not enter general or office reception work numbers.**

*Please note: St. Croix Falls Schools will not pay for text message charges that may be incurred by the user. Check with your cell phone provider for possible charges. Text messaging in SchoolMessenger is opt-in only.*

Phone						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Phone 1 (Primary Phone)	(248) _____	<input checked="" type="checkbox"/>				
Phone 2 (Secondary Phone)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3 (Primary Cell)	(248) _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Contact 2 Home)	(248) _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 5 (Contact 2 Cell)		<input type="checkbox"/>				
Phone 6 (Contact 2 Home)		<input type="checkbox"/>				
Phone 7 (Contact 3 Cell)		<input type="checkbox"/>				
Phone 8 (Contact 4 Home)		<input type="checkbox"/>				
Phone 9 (Contact 4 Cell)		<input type="checkbox"/>				
Phone 10 (Student Home)		<input type="checkbox"/>				
Phone 11 (Student Cell)		<input type="checkbox"/>				
Email						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Email 1 (Contact 1 Email)		<input checked="" type="checkbox"/>				
Email 2 (Contact 2 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 3 (Contact 3 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 4 (Contact 4 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 5 (Contact 5 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
SMS 1 (Text Contact 1)	(248) _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 2 (Text Contact 2)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 3 (Text Contact 3)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 4 (Text Contact 4)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 5 (Text Contact 5)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Save To All Contacts						
<input type="button" value="Save"/>						

**Non-School Hours Emergency:** Notifications for critical, time-sensitive information before and after school hours.

**School Hours Emergency:** Notifications for critical, time-sensitive information such as lockdowns, etc.

**Attendance:** If your child is recorded as not being at school, you will receive this call.

**Bus Information/Notifications:** Notifications and messages related to school bus transportation.

**School Closures/Delay/Dismissal:** Notifications for school closures or delays due to snow, no power, natural disaster, etc. **Important:** By checking phone numbers or SMS Text Messaging in this column, you may be called in the early hours of the morning (generally before 6:00 a.m.) after decisions are made. **You must opt-in and check the box to receive these notices.**

**Lunch Balance:** Notification of negative or low lunch balance.

**General Announcements:** District news releases, school newsletters and other important district or school information.

**Sporting Events:** Notifications related to school or district sporting events, including information for parents of students who are participating in athletics or activities.

**Survey:** Gathering parent input or feedback through phone or e-mail.

13. Click *Save* at the bottom of the screen when you are finished adding in phone numbers and e-mail addresses and selecting what types of messages to receive. Logout in the upper right-hand corner.

You can login to SchoolMessenger by visiting the Parent Portal or navigating directly to <https://contactme.schoolmessenger.com> throughout the school year to change your preferences or to review any messages that were sent to your contact numbers and e-mail addresses. You may also listen to messages you may have missed by calling the toll-free number 855-835-0530.

If you are having trouble with SchoolMessenger activation, please contact your child's school.