



## **Directions for Setting Up a SchoolMessenger Account**

The Contact Manager feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

1. Enter the following URL into your web browser:  
<https://contactme.schoolmessenger.com>
2. Click the *Sign Up Now* link near the bottom of the page.
3. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, your name, and zip code. You'll use your email address and the password you enter here to sign in later. Check *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox. Click *Create Account* when you are done.  
[Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]
4. Check your email. There will be an Account Activation email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to activate your account. This link will take you to a confirmation page where you must enter your password in order to activate your account.
5. Once you've activated your account, you're ready to add your child to your account. Click the link on the main page and add your child's student ID and Activation Code. This ID and activation code are provided by the school district.

When you have finished adding your child to your account, you will be brought to the *Edit Contact Details* page where you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes.

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account as soon as you receive their Student ID and Activation Code.

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager! To learn more about SchoolMessenger please visit <http://www.schoolmessenger.com>