


How to Create your SchoolMessenger Account



STEP 1: Create your account

You can create a School Messenger account from either your desktop/laptop computer or your phone. (Download the SchoolMessenger app from the [App Store](#) or [Google Play](#).) **Some parents have encountered issues when signing up on their phones, so we recommend doing your initial account set-up on a computer.**

Using a desktop/laptop computer	Using the School Messenger app
<ol style="list-style-type: none">1. Using any internet browser, visit http://go.schoolmessenger.ca and click SIGN UP on the menu in the upper right-hand corner of the login page.2. Enter your email address.<ul style="list-style-type: none">• IMPORTANT: The email address must be the same email address that you provided to your child(ren)'s school.3. Enter a password. It must contain the following:<ul style="list-style-type: none">• One or more lowercase letters• One or more uppercase letters• One or more numbers• Must be at least 6 characters4. Make sure the location is set to Canada5. Click Sign Up.	<ol style="list-style-type: none">1. Open the app and scroll to the bottom of the screen and click Sign Up. 2. Enter your email address.<ul style="list-style-type: none">• IMPORTANT: The email address must be the same email address that you provided to your child(ren)'s school.3. Enter a password. It must contain the following:<ul style="list-style-type: none">• One or more lowercase letters• One or more uppercase letters• One or more numbers• Must be at least 6 characters4. Make sure the location is set to Canada5. Click Sign Up.

After you sign up, an email will be sent to the email address you provided. Click on the link in the email in order to activate your account.

Your SchoolMessenger account has been created and is ready for use.

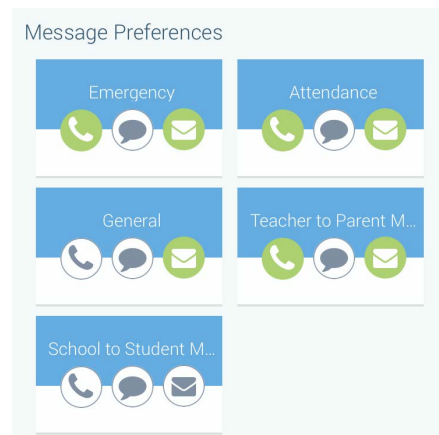
STEP 2: Log In to SchoolMessenger

Using a desktop computer	Using the School Messenger app
<ol style="list-style-type: none">1. Using any internet browser, visit http://go.schoolmessenger.ca.2. Click LOG IN.3. Enter your Email and Password.4. Click the Log In button.	<ol style="list-style-type: none">1. Download the SchoolMessenger app from the App Store or Google Play.2. Open the app3. Enter your Email and Password.3. Click the Log In button.
<p>Note: The first time you log into your School Messenger account, you will be prompted to:</p> <ul style="list-style-type: none">• Enter your first and last names.• Identify yourself as a parent, student or teacher. Choose Parent.• Grant permission to receive non-emergency calls for each phone number associated with your account. You may choose yes or no for each number.	


Choose Contact Preferences

The preferences section allows you to indicate how you want to be contacted. Choose whether to receive phone calls, and/or email messages for each message type. Be aware that the sender of the message may not use all delivery methods for every message. You can change your contact preferences at any time. All messages sent by the school will also be available for you to access in the message centre in your SchoolMessenger account for 30 days after they are sent.

IMPORTANT: To change or add any of your contact information, contact your student's school.



STEP 3: Using your account

Using a desktop computer	Using the School Messenger app
<p>1. Using any internet browser, visit http://go.schoolmessenger.ca and log in to your account.</p> <p>2. Click on the menu bars in the upper left corner and select Preferences.</p> <p>4. Scroll to the bottom of the screen where you will see all the message types listed. Click on a message type and select the contact information to be used. <i>Note: at least one phone number is required for emergency and attendance messages.</i></p> <p>6. Click Save.</p> <p>7. Repeat for each message type.</p>	<p>1. Open the app </p> <p>2. Click on the menu bars in the upper left corner and select Preferences.</p> <p>3. Under Message Preferences, click on a message type and select the contact information to be used. <i>Note: at least one phone number is required for emergency and attendance messages.</i></p> <p>4. Repeat for each message type.</p>

'Opt-In' for Text Messaging

In order to participate in this new service you must indicate your willingness to receive text messages to your phone. The process is simple and only takes a few seconds to complete.

Simply text any one of the following words to the number 67587: subscribe, optin, yes

You'll know you were successful if you receive the following reply message:

You are registered to receive aprox 3 msgs/mo. Txt STOP to quit, HELP for help.

You'll want to repeat the opt-in process for all wireless numbers that you wish to include.

In addition to performing the opt-in process above you'll want to insure that the school has your wireless number(s) in our student information database. If you haven't already provided that information to your school please contact them and provide them with that information.

If you are having difficulty creating your parent account, please contact your school directly.
