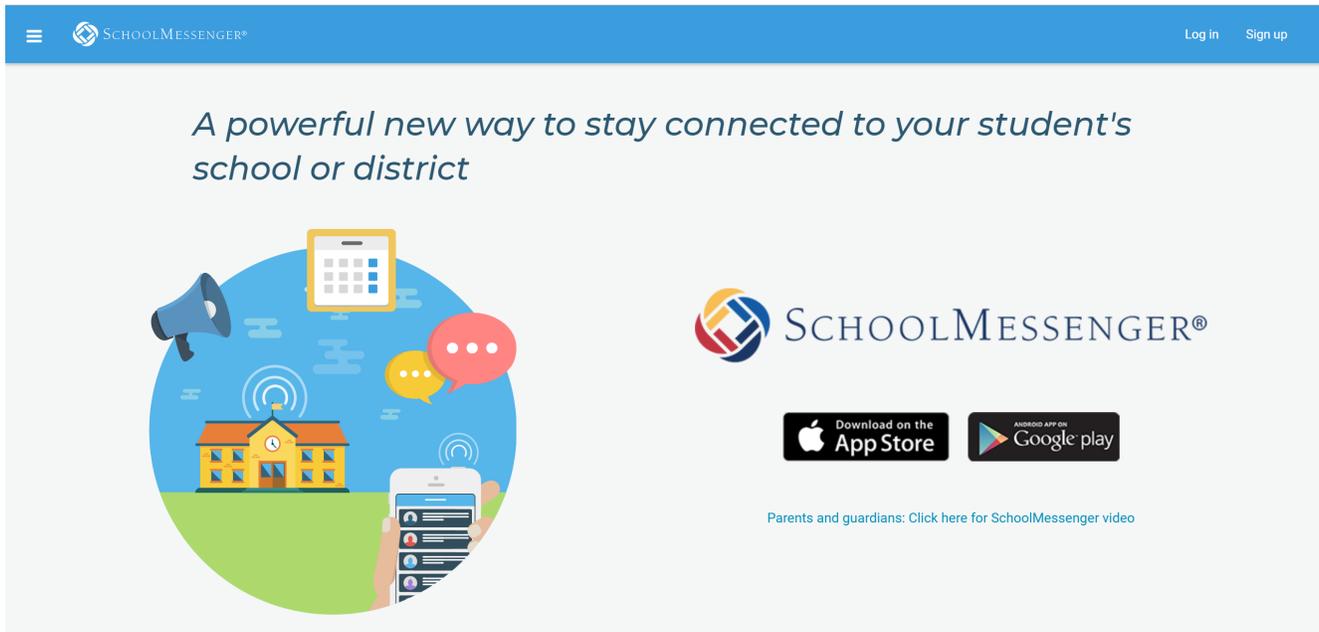


# How to Create a SchoolMessenger Account

Go to [www.go.schoolmessenger.ca](http://www.go.schoolmessenger.ca) and you will see this page. On the top right corner, click "Sign Up".



On this screen, you need to enter your email address and create a password. Then Sign Up!

**The school office must have the same email address in their Student Information System in order for you to set up the account. Please contact the school or your child's teacher if you are having difficulties.**

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

CA    Canada

\_\_\_\_\_

Is your school in the United States? [Switch location](#)

[Sign up](#)

Have an account? [Log in](#)

Once you've created your account and you are logged in, go to Preferences on the left hand menu and turn on/off phone, text, or email for each message type.

# Notification Preferences

This page allows you to view and edit how you're contacted by your district when they send broadcast messages. 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 through teacher messaging within the SchoolMessenger app.

To configure your **Contact** and **Message Preferences**:

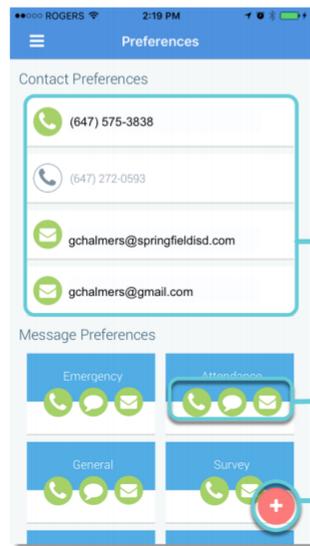
1. Tap on the  button on the upper left corner of your screen.
2. Tap on the **Preferences** option.



**Note:** Your district will control over whether you'll be able to add contact information. While the ability to add contact information may be limited by your school district, you can change your consent selections and preferences at any time.



**Note:** The maximum number of phone numbers and email numbers you can enter into the system is controlled by your district admin.



Your Preferences screen shows your contact information and 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.

Your Contact Preferences shows all the email addresses and telephone numbers (voice and SMS text) at which you can be contacted. Phone numbers that are grey are pending consent approvals.

Select how you want to be contacted for each message type by clicking the icon. If green, the notification message type is enabled. If grey, you will not receive the notification in this message type.

Click the Add button to either add a new phone number or email address.