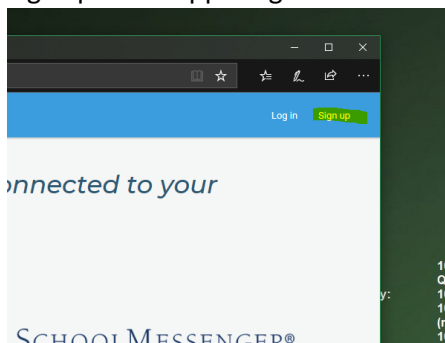
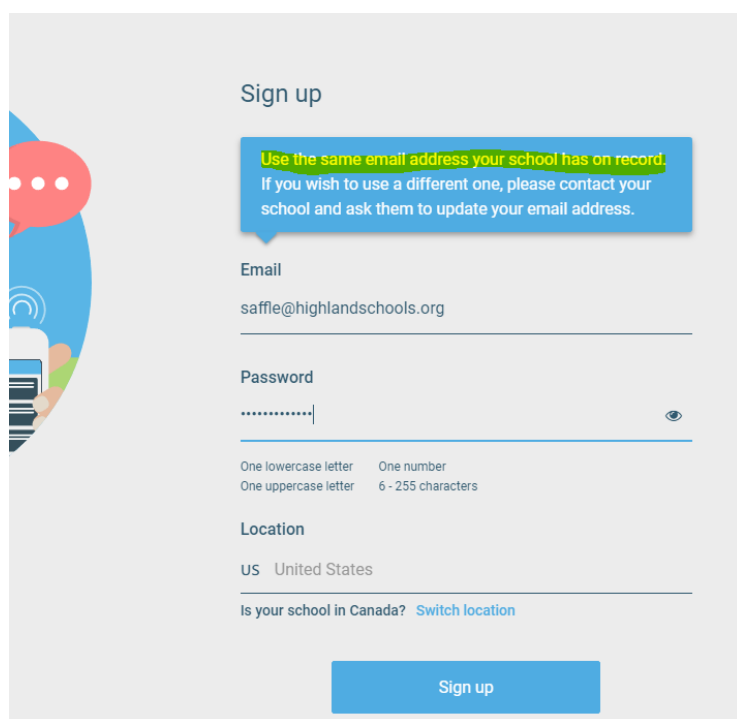


Signing Up

- 1) Go to staff page and click on School Messenger. The first time you will need to sign up. Click sign up in the upper right.



- 2) Fill in your SCHOOL email address and create a password.

A screenshot of the School Messenger sign-up form. The form is titled 'Sign up' and features a blue callout box with the text: '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.' The form fields include: 'Email' with the value 'saffle@highlandschools.org'; 'Password' with a masked input field and an eye icon; and 'Location' with a dropdown menu set to 'US United States'. Below the location field, there is a link 'Is your school in Canada? Switch location'. A blue 'Sign up' button is located at the bottom of the form.

- 3) You will receive an email from support@accounts.schoolmessenger.com titled "Account Activation". Click on the link inside that email.

- 4) If you have already signed up, or completed the sign up process, login from the left menu or upper right.

Apps Arduino Create Security Update Guide Support Server

Welcome
Log in or Sign up to continue

Log in

Sign up

Learn More

Language
English

Download Mobile App
Apple iTunes
Google Play

Terms of Service
Privacy Policy

Log in

Email
saffle@highlandschools.org

Password
.....

Location
US United States

Is your school in Canada? [Switch location](#)

Log in

Not registered yet? [Sign up](#)

- 5) Select Yes, it is ok to call me at this number and click Save. That's it you are done!

Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(302) 84-XXXX

Is it ok to call this phone number?

Is it ok to call this phone number?

Yes, it's ok to call me at this number

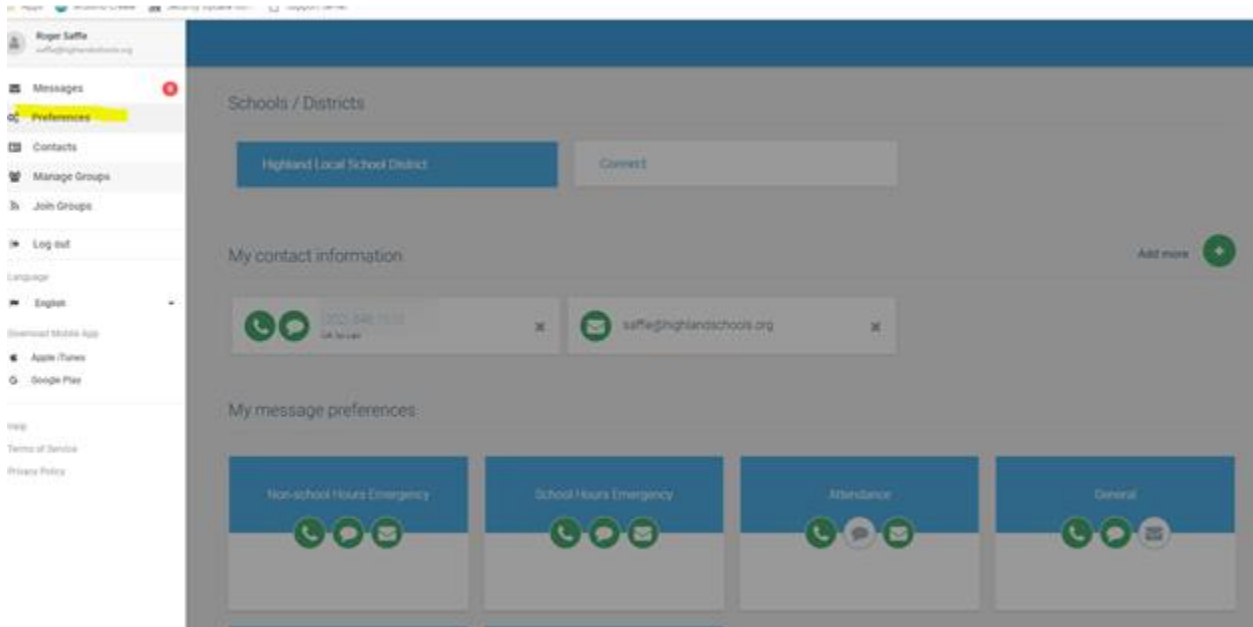
No, call me for emergencies only

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

Cancel Save

Changing Preferences

- 1) If you get a new number, or want to change where calls and text go, choose Preference from the three line menu at the top.



(Continued on next page)

2) Some explanation of what the boxes mean.

My contact information Add more

(302) 846-XXXX
OK to call

← Where your text and calls go. You might have two of these if you send your calls and text to different numbers

My message preferences

Non-school Hours Emergency

School Hours Emergency

Attendance

General

Snowday and after hours

During School Emergency

Student Attendance calls. This will only work if you have a child in school

Calls during or after school Usually events and activities

Student Cell Emergency

Survey

Any changes to this will be ignored as staff are not students.

This is for, well surveys

Surveys are not displayed in SchoolMessenger Messages

**** Ignore the email icons. We do not send any info out via email**

3) Clicking on your phone number will bring up the option screen. Checking the boxes will turn calls or text on and off for those types of messages. You are required to have a phone for all but General. It is strongly suggested you leave General on to receive important information.

My Phone

(302) 846-XXXX

It's OK to call this phone | [Change](#)
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from Highland Local School District, and how you want to receive them.

Non-school Hours Emergency

School Hours Emergency

Attendance

General

Call me
 Send text

Call me
 Send text

Call me
 Send text

Call me
 Send text