

# SchoolMessenger Account Activation for District Families

You will need a computer with e-mail access and your child's ID number and activation code (found on enclosed letter) to complete this step-by-step process from start to finish, which takes approximately 5-10 minutes.

- 1) Go to the district website at [www.bellinghamschools.org](http://www.bellinghamschools.org)
- 2) Click on the lower right hand box on the district homepage that says **SchoolMessenger: Stay Connected.**
- 3) On the SchoolMessenger page, click on the link that says [Create Your Account or Log In to Manage Your Contact Preferences](#)
- 4) Once on the Contact Manager web page (see graphic below), make sure the url ends in u=bellinghamschools. Click on the Sign Up Now link at the bottom of the page:



- 5) On the Create a New Account screen (see graphic next page), 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 contact information or preferences in the future.**

Please see reverse

**SCHOOLMESSENGER™**

### Create a New Account

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 Text Messaging:

**SchoolMessenger Contact Manager Terms of Service**

**1. Product.** This agreement covers the SchoolMessenger Contact Manager, an online communications application, and any new features that augment or enhance the current communications application. SchoolMessenger 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.** Customer acknowledges and agrees to the following terms of service. In addition, Customer agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service will be subject to this Agreement.

**5.2. Email And Notices.** Customer agrees to provide SchoolMessenger with Customer's e-mail address, to promptly provide SchoolMessenger with any changes to Customer's e-mail address, and to accept e-mails for other electronic

Accept Terms of Service

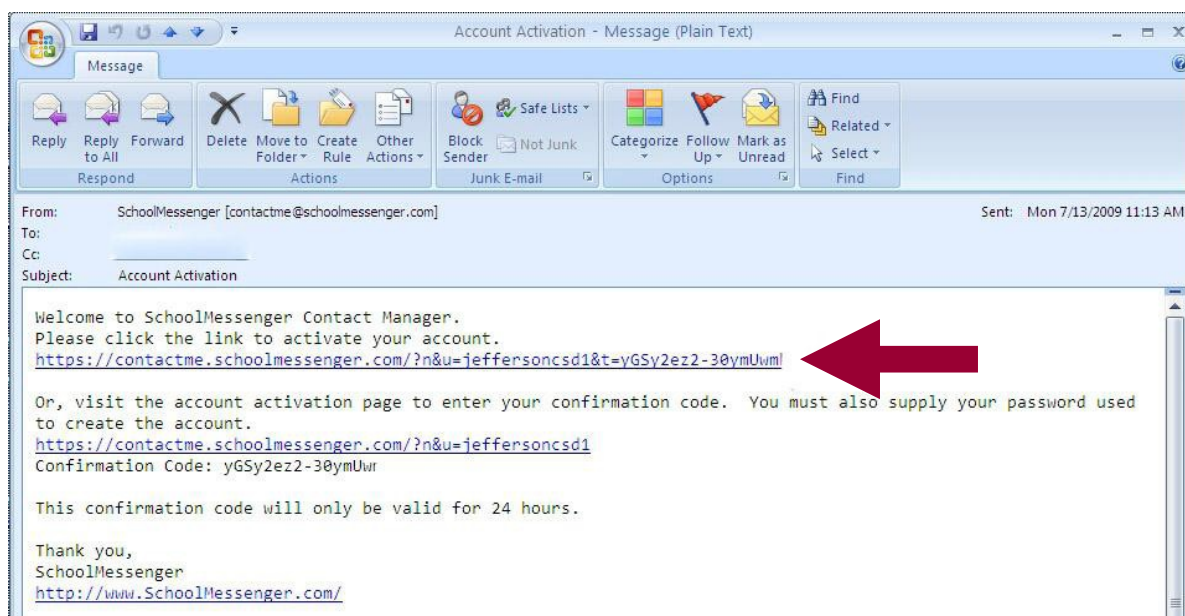
**Create Account**

**IMPORTANT: WE DO NOT RECOMMEND THAT YOU CLICK THESE BOXES.**

6) 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. We do not recommend checking these boxes because it results in multiple messages coming to you. Check *Accept Terms of Service* and click on Create Account button.

7) 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 (see graphic on top of next page).



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

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### Activate Account

You should have received an email containing a confirmation code. Please enter it below along with your password.

Confirmation Code:

Password:

[Return to Sign In](#)

9) You will see this welcome screen. *Click here to begin.*

**SCHOOLMESSENGER®**

My Account | Help | Logout

### Welcome -

#### Getting Started

The Contact Manager allows you to customize your message delivery preferences and enables you to review past messages.

Logged in as  
Current system time is July 13th, 2009 10:43 am (US/Mountain)

Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#)  
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10) Select *I have an Activation Code to enter now*, then *Next*.

**SCHOOLMESSENGER®**

My Account | Help | Logout

### Contact Activation - Step 1

#### Activation Method

Start by choosing the method you'll use to add people to your account.

I have an Activation Code to enter now.

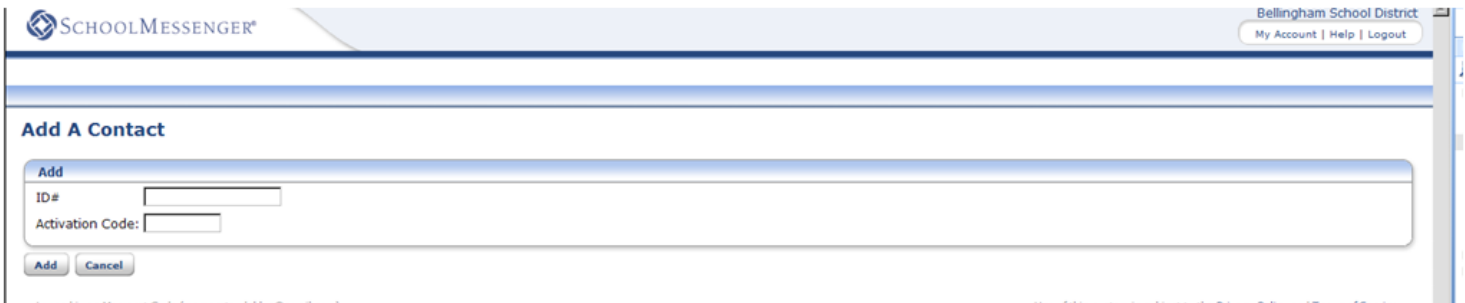
I do not have an Activation Code and want to activate by phone.

Logged in as  
Current system time is July 13th, 2009 10:44 am (US/Mountain)

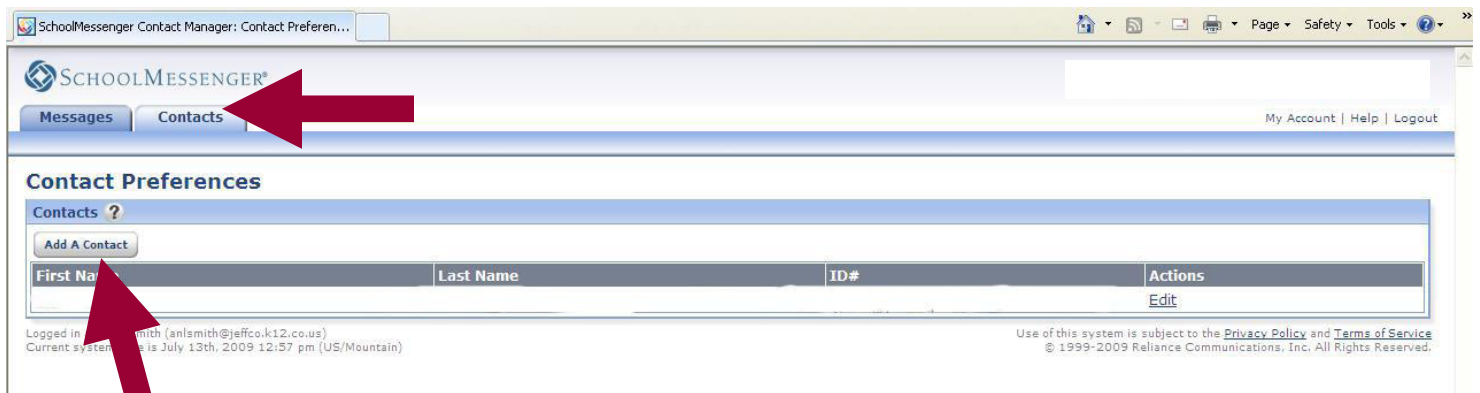
Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#)  
© 1999-2009 Reliance Communications, Inc. All Rights Reserved.

Please see reverse

11) Enter your child's ID and the activation code which is located on the letter sent to your home. If you have more than one child, add each child using the *Add More* button. Click *Next*.

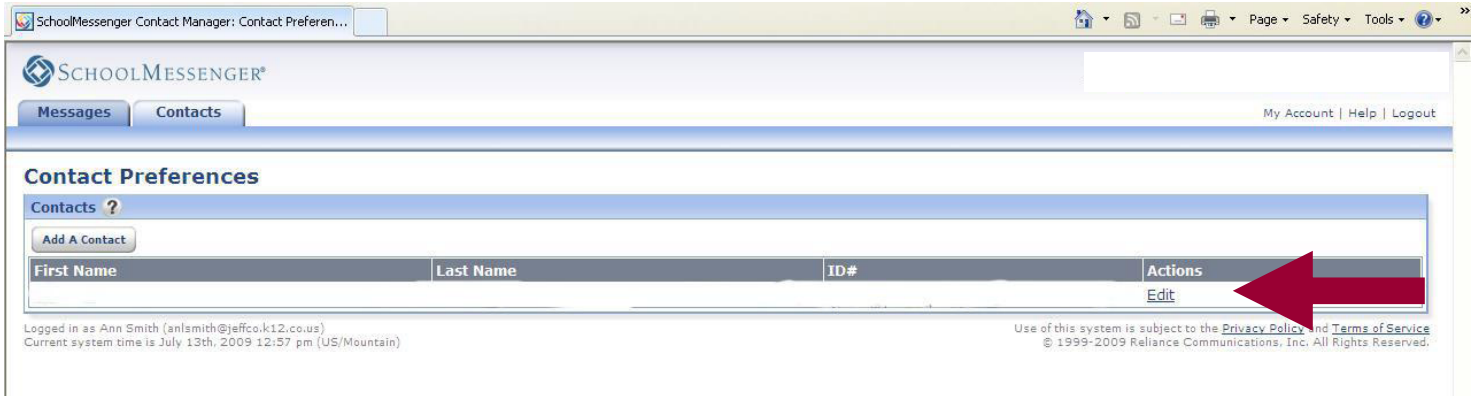


12) There are two tabs at the top of the screen. Select the *Contacts* tab.



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

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



14) On the *Edit Contact Details* page (see graphic on next 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.

## **Types of Messages**

### Phone 1 (Primary Phone)

- This is the primary phone number that your child's school has on file.
- Editing your primary number in this system is not an option. To update this phone number, please contact your child's school.
- You may choose which types of messages to receive at this phone number, add other numbers or e-mail addresses and opt-in for SMS text messaging. *Bellingham Public 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.*

15) Check Which Types of Messages to Receive via Phone, E-mail or SMS (Text Messaging).

**Important:** Please enter only direct lines for work phone numbers. SchoolMessenger does not accept extensions. Do not enter general or office reception work numbers.

- **Emergency:** Notifications for critical, time-sensitive information such as closures during the school day, lockdowns, etc.
- **Attendance:** Automated elementary attendance calls weekdays at 11 a.m., middle school at 9:30 a.m. and high schools at 5 p.m. If your child is recorded as not being at school, you will receive this call. Option to add additional numbers, e-mail and text.
- **Early AM School Closure:** Notifications for early morning school closures or delays due to snow, no power, natural disaster, etc. **Important:** By checking phone numbers or SMS Text Messaging in the Early AM column, you may be called in the early hours of the morning (generally before 6 a.m.) after decisions are made. **You must opt-in and check the box to receive these notices.**
- **Food Service:** Notification of negative or low lunch balance.
- **General Outreach:** District news releases, school newsletters and other important district or school information. Be sure to enter e-mail address(es) and select General Outreach.
- **School Athletics/Activities:** Notifications may be used for parents of students who are participating in athletics or activities.
- **Survey:** Gathering parent input or feedback through phone or e-mail.

16) 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 upper right corner.

**Contact Preferences -** Name will display here.

**Contacts**

Add A Contact

First Name	Last Name	ID#	Actions
Name	Name	XXXXXXXXXX	Edit

Name

Contact Type	Destination	Emergency	Attendance	Early AM School Closure/Delay	Food Service	General Outreach	School Athletics/Activities	Survey
Phone 1 (Home)	( XXX-XXX-XXXX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2 (Cell 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3 (Cell 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Student Cell 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 5 (Student Cell 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 6 (Direct Work 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 7 (Additional 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 8 (Additional 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 9 (Additional 3)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Email**

Contact Type	Destination	Emergency	Attendance	Early AM School Closure/Delay	Food Service	General Outreach	School Athletics/Activities	Survey
Email 1 (Primary)	test@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 2 (Alternate 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 3 (Student 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 4 (Student 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 5 (Additional 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 6 (Additional 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 7 (Additional 3)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SMS**

Contact Type	Destination	Emergency	Attendance	Early AM School Closure/Delay	Food Service	General Outreach	School Athletics/Activities	Survey
SMS 1 (Cell 1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 2 (Cell 2)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WE HIGHLY RECOMMEND THAT YOU ADD AN E-MAIL ADDRESS AND CLICK THIS BOX TO RECEIVE IMPORTANT DISTRICT AND SCHOOL NEWS.

You can log-in to SchoolMessenger throughout the school year to change your preferences. You can also review any messages that were sent to your contact numbers and e-mail addresses by selecting the Messages tab at the top of the window. If your primary contact phone number changes, this change must be submitted to your child's school. If you are having trouble with SchoolMessenger activation, please contact your child's school or call 676-6520.