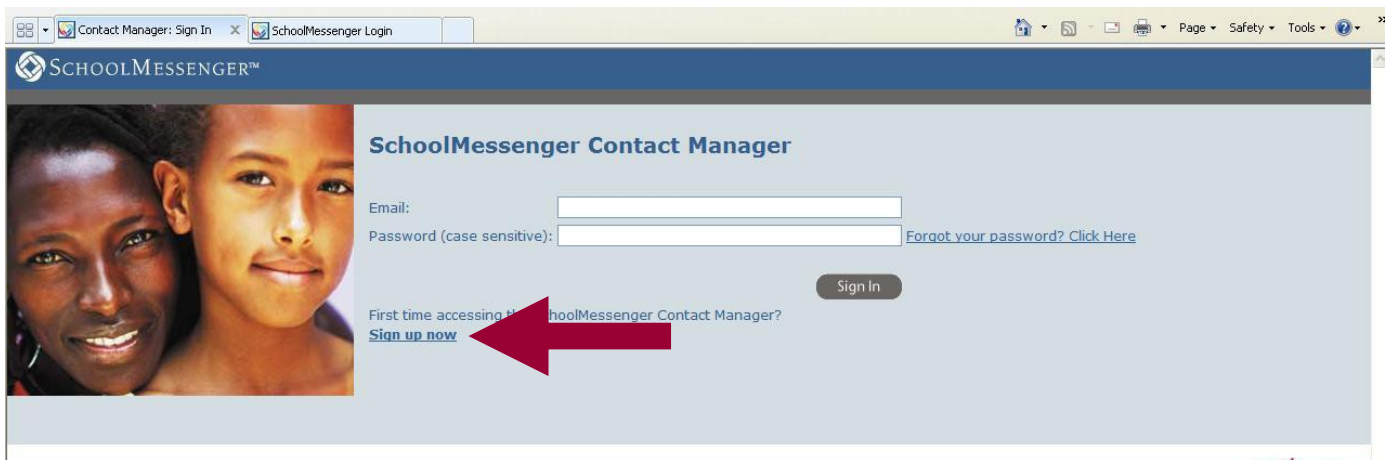


# SchoolMessenger Account Activation for District Staff

You will need a computer with e-mail access, your new WESPaC ID and an activation code to complete this step-by-step process from start to finish. Due to the arrival of the new WESPaC system, staff will need to re-enter contact preferences.

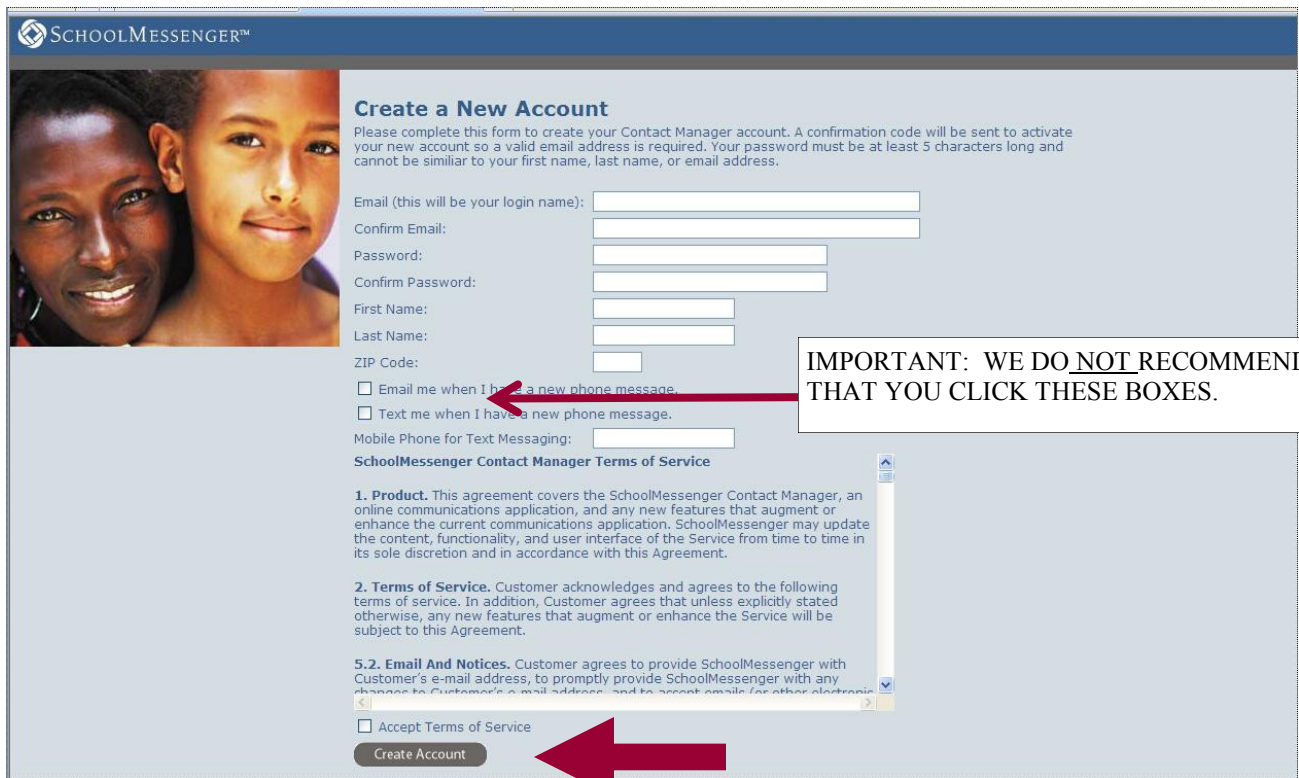
1) Begin at <http://bellingshamschools.org/schoolmessenger> and click on the link that says [Create Your Account or Log In to Manage Your Contact Preferences](#)

2) Once on the Contact Manager web page (see graphic below), make sure the url ends in `u=bellingshamschools`. If you did not create an account last school year, click on the Sign Up Now link at the bottom of the page ***If you previously had set up a SchoolMessenger account last year, please sign in with the e-mail and password you selected for the account, then skip to Instruction # 7.***



3) If this is your first time in Contact Manager, on the Create a New Account screen (see graphic on next page), you will need to enter a valid work or home e-mail address, a password, your name, and your zip code. If using work e-mail, please remember to use `FirstName.LastName@bellingshamschools.org`. In the next step, you will need access to this e-mail account.

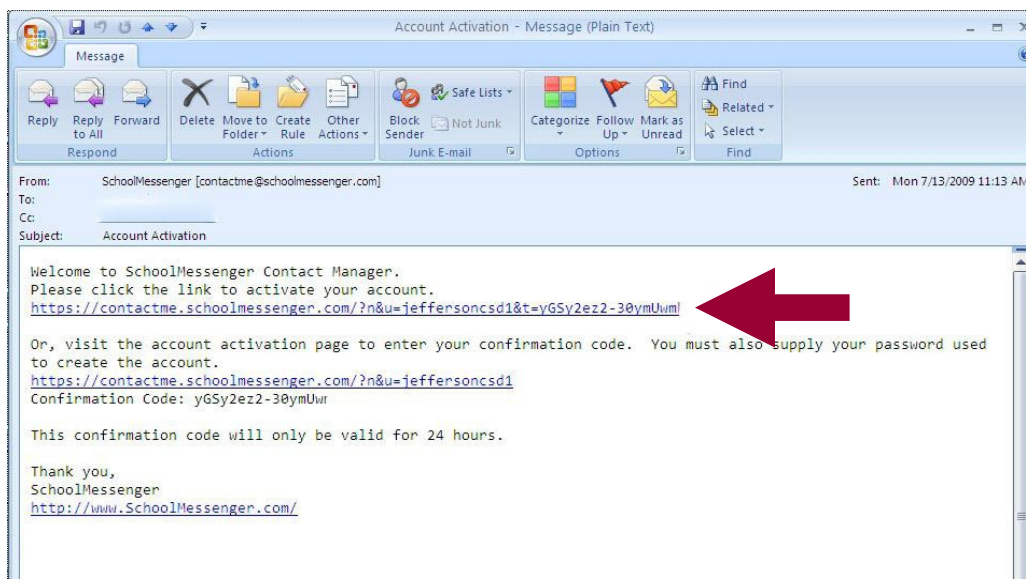
**Please remember this e-mail address and password used to create your account. You will use this e-mail address and password whenever you sign in to SchoolMessenger Contact Manager.**



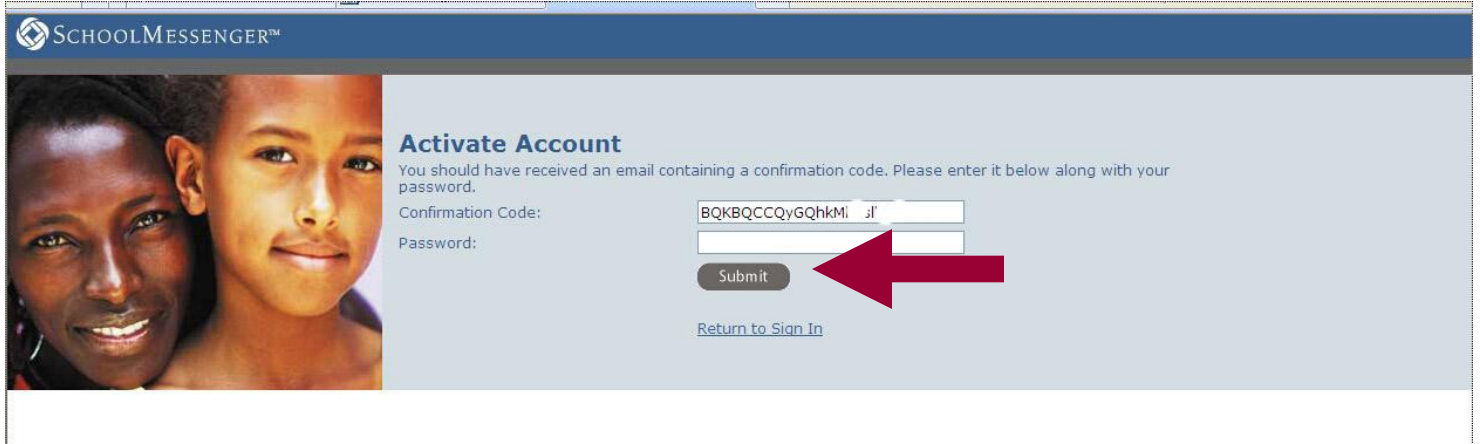
**IMPORTANT: WE DO NOT RECOMMEND THAT YOU CLICK THESE BOXES.**

4) 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.** The phone message will arrive within a few minutes. Check *Accept Terms of Service* and click on *Create Account*.

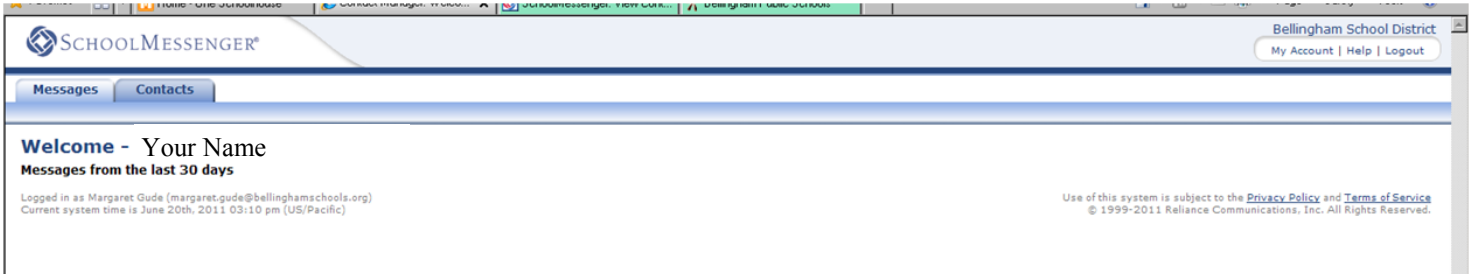
5) Go to your e-mail account and look for the message from SchoolMessenger. **You must do this within 24 hours or you will need to repeat the process.** Click on the link in the e-mail message. This will take you to the *Activate Account* page in SchoolMessenger.



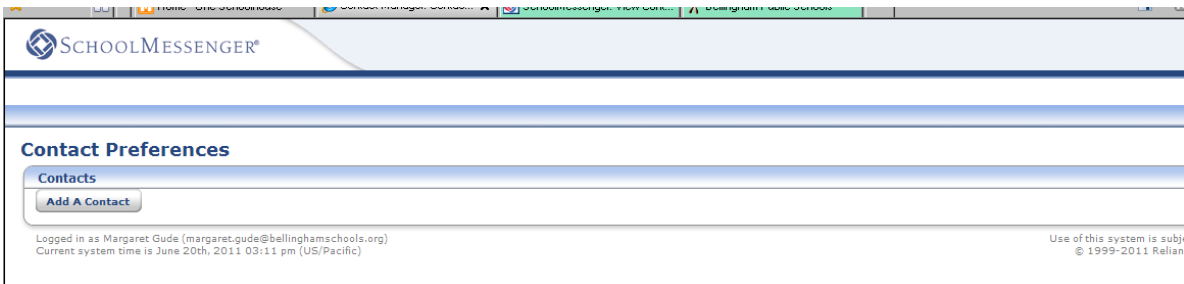
6) Type the password you created earlier and click *Submit*.




7) You will see this welcome screen. *Click on Contacts Tab.*



8) *Click on Add A Contact*

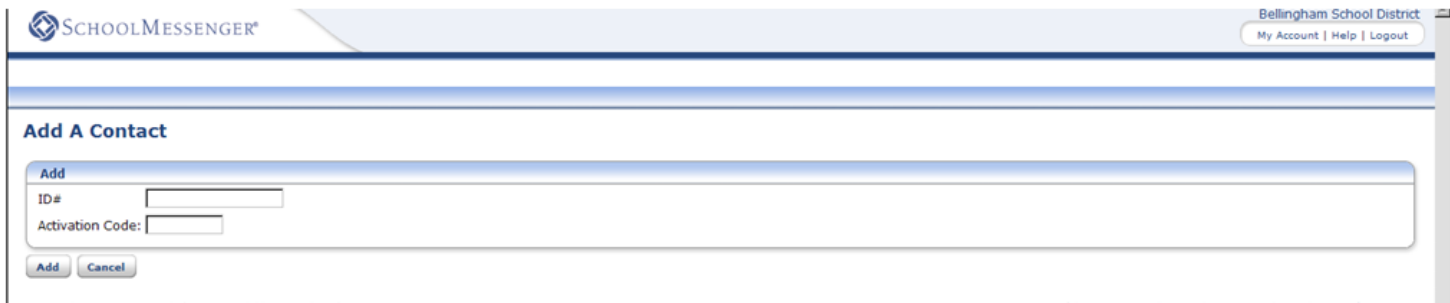


9) Select *I have an Activation Code to enter now*, then *Next*.

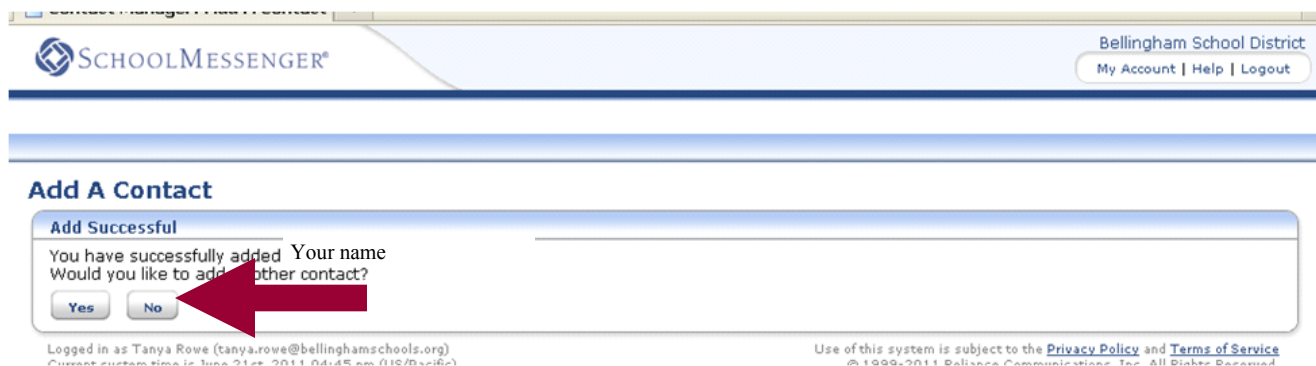


Please see reverse

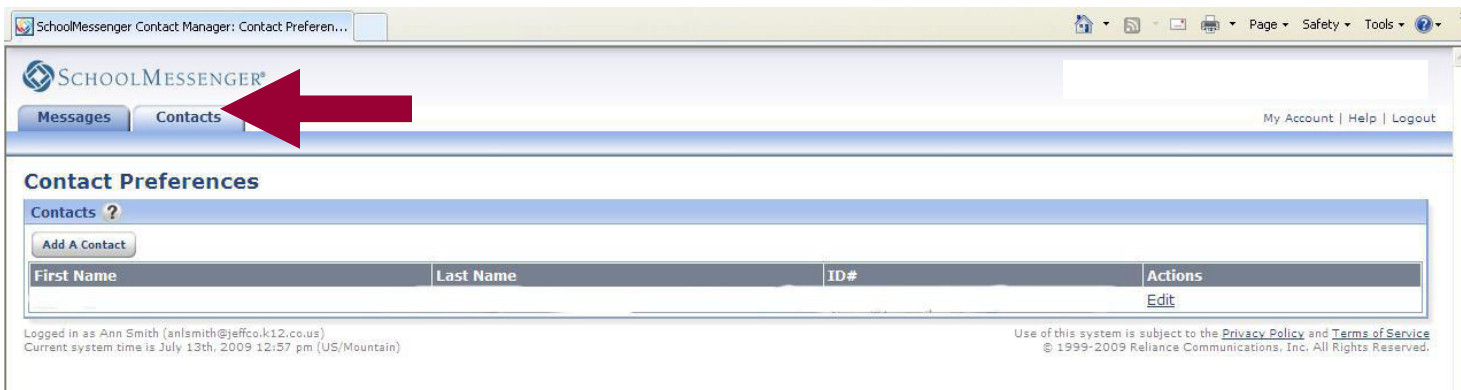
10) Enter your new ID from WESPaC and the activation code found in the attached letter. Click *Next*.



11) Click No on the next screen.



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



13) You can now edit your contact preferences by clicking on *Edit*.



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 can change or update this information at any time.

**Important:** If you choose to enter a work number, please use direct numbers only (10 digits.) Please do not enter a non-direct or reception work phone number because this will create confusion for the recipient. SchoolMessenger does not accept extensions.

### Types of Messages

#### Phone 1 (Primary Phone)

- This is the primary phone number that Payroll has on file.
- Editing your primary number in this system is not an option. To update this phone number, please contact payroll at payroll@bellingshamschools.org

You may choose which types of messages to receive at this phone number, add other phone 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, etc.
- **Attendance:** *For parents only. Do not check.*
- **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. This will be used in place of staff phone trees.
- **Food Service:** *For parents only. Do not check.*
- **General Outreach:** General non-emergency, non-attendance notifications about important district or school information.
- **School Athletics/Activities:** *For parents only. Do not check.*
- **Survey:** Gathering parent input or feedback from staff through phone or e-mail.

**16) Click Save when you are done making changes. Logout in upper right corner.**

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

**Contacts**

[Add A Contact](#)

First Name	Last Name	ID#	Actions
x	x	x	<a href="#">Edit</a>

Name displayed

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"/>
<b>Email</b>								
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 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"/>
<b>SMS</b>								
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"/>

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 (remember your password!) by selecting the Messages Tab at the top of the window. If your primary contact phone number changes, this must be submitted to the Payroll Office. If you are having trouble with SchoolMessenger activation and contact manager, please call 676-6511.