

SchoolMessenger Notification System Set Up Instructions

The SchoolMessenger Notification System provides timely communication to parents and staff members regarding attendance, general interest activities, and campus and district emergencies. In order to enhance our ability to accurately deliver that information, **we kindly request that you create and manage your own contact preferences using SchoolMessenger's Contact Manager web site, if you have not already done so.** This will allow you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review any phone messages you may have missed.

In order to utilize this feature follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

Visit the district website at: www.mountvernon.k12.ia.us, Log Ins, School Messenger, *Parent/Guardian: Create New Account*"

1. Once you enter the Contact Manger website, click the *Sign Up Now* link near the bottom of the page.
2. You will be taken to the Sign Up page where you will need to enter a valid email address, a password (that you create), your name, and zip code. You'll use your email address and the password you enter here to sign in later.
(Check Email me when I have a new phone message or Text me when I have a new phone message, if you would like to receive an email message each time there is a new message in your mailbox.)Click **Create Account** when you are done. Going forward you will use this email address and password to login and make additional changes to your account.
[Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.]
3. Check your email. There will be an Account Activation email from contactme@schoolmessenger.com, which contains a link to activate your account. This link will take you to a confirmation page where you must enter your password in order to activate your account.
4. Once you've activated your account, select the 'Click here to begin' button, then select 'I do not have an Activation Code and want to activate by phone'. Click next.
5. You will be prompted to enter your child's ID number. If you have more than one student, click the Add More button and enter in the additional child's ID number. Click the Add More button to add as many fields as needed. Click next.
6. Follow the instructions on the "Contact Activation – Step 3" page to call in and activate your account. You will need to be able to call into the system from the phone number associated (your home phone or cell phone number) with your child's student record.
7. When the call is complete, log back into your Contact Manager account to edit your contact preferences. Navigate to the Contacts tab and click the Edit link to the right of your child's name or your name. If there are other parents/guardians or children you would like to add

to your account, but didn't do so in the initial sign up process, you can add them here by clicking on the Add A Contact button. Here you can check which types of messages you would like to receive and at which phone number or email address. Once you have your preferences set up, you have the option to save your preferences to all your contacts (i.e. yourself, spouse, child 1, child 2, etc.), by checking the Save to All Contacts box at the bottom of the page. Make sure to click Save when you are done making changes.

The following School Messenger Notification Release MUST be signed in eRegistration:

The following release will be signed when you complete eRegistration for your student(s):

I agree that the Mount Vernon Community School District can contact me via email, text message and/or phone call to notify me of various school activities, schedule changes and/or emergencies.

By clicking "No" in eRegistration, you will not receive **ANY School Messenger notifications from the district.*

Thank you for signing up, and we hope you enjoy the SchoolMessenger Notification System!