

## **SchoolMessenger Notification System Set Up Instructions**

The SchoolMessenger Notification System provides timely communication to parents and staff members regarding 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. To access the Sign Up or Log In page, visit the district website at: [www.mountvernon.k12.ia.us](http://www.mountvernon.k12.ia.us), Log Ins, School Messenger, *Parent/Guardian: Create New Account*"

### **What is SchoolMessenger?**

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SchoolMessenger allows you to personalize communications from your school or district. After logging in, you will be able to:

- Update your SchoolMessenger contact information - add phone numbers, emails, and SMS text message numbers.
- View the last 30 days of SchoolMessenger messages.
- Change your SchoolMessenger communication preferences.

### **How do you sign up for SchoolMessenger?**

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Signing up is easy. You create an account using the main email address your school or district has on file for you in PowerSchool and then follow these three steps:

1. Click "Sign up" at the top of the page.
2. Enter your email address and create a password. You'll need to verify that email before proceeding.
3. After authenticating via your email, return to SchoolMessenger and sign in using the email and password you just verified.

It's that easy!

### **What should I expect after logging into SchoolMessenger?**

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After successfully logging in with a verified email, you should expect to see any messages that you've recently received for any Contacts - student, staff, and/or guardian records - associated with your account email address. You can navigate through your district-enabled options by using the site navigation menu.

## Is SchoolMessenger secure?

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The sign-up process creates a secure link between the user and SchoolMessenger. SchoolMessenger operates with the latest encryption technology to protect access to stored information. SchoolMessenger is also a signatory of the Student Privacy Pledge, which requires us to adhere to stringent data protection standards as a further assurance of our commitment to protecting your data.

### **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!