# Staff Guide to Creating a School Messenger GO Account

SchoolMessenger is the messaging system that the Stafford School District will be using to send important notifications related to emergencies, school closings and delays, attendance, and other general information. This guide will serve to help you set up your new SchoolMessenger GO account, which is meant to give SchoolMessenger users a place to customize their own contact preferences. You will be able to change which phone numbers and emails receive which types of notifications, and also view both past and current notifications sent to you. The SchoolMessenger GO account will also have the functionality for teachers to communicate with parents and students from their classes.

Please type the following into your browser:
https://go.schoolmessenger.com/#/home

At the top right-hand corner, please click "Sign up". Staff members that already have an account should click "Log in" and skip the next two sections.
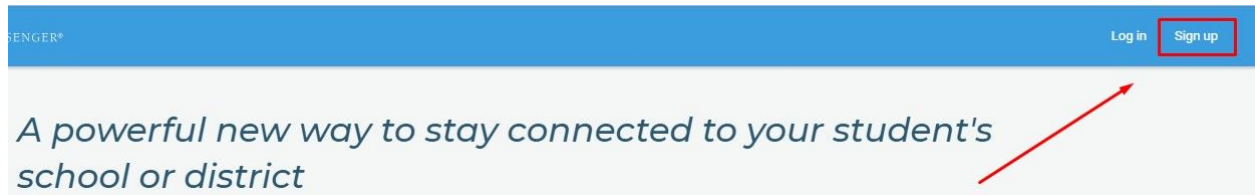
Your sign up page will look like this:

As the directions describe, please use the email associated with your account, which in this case will be your work email
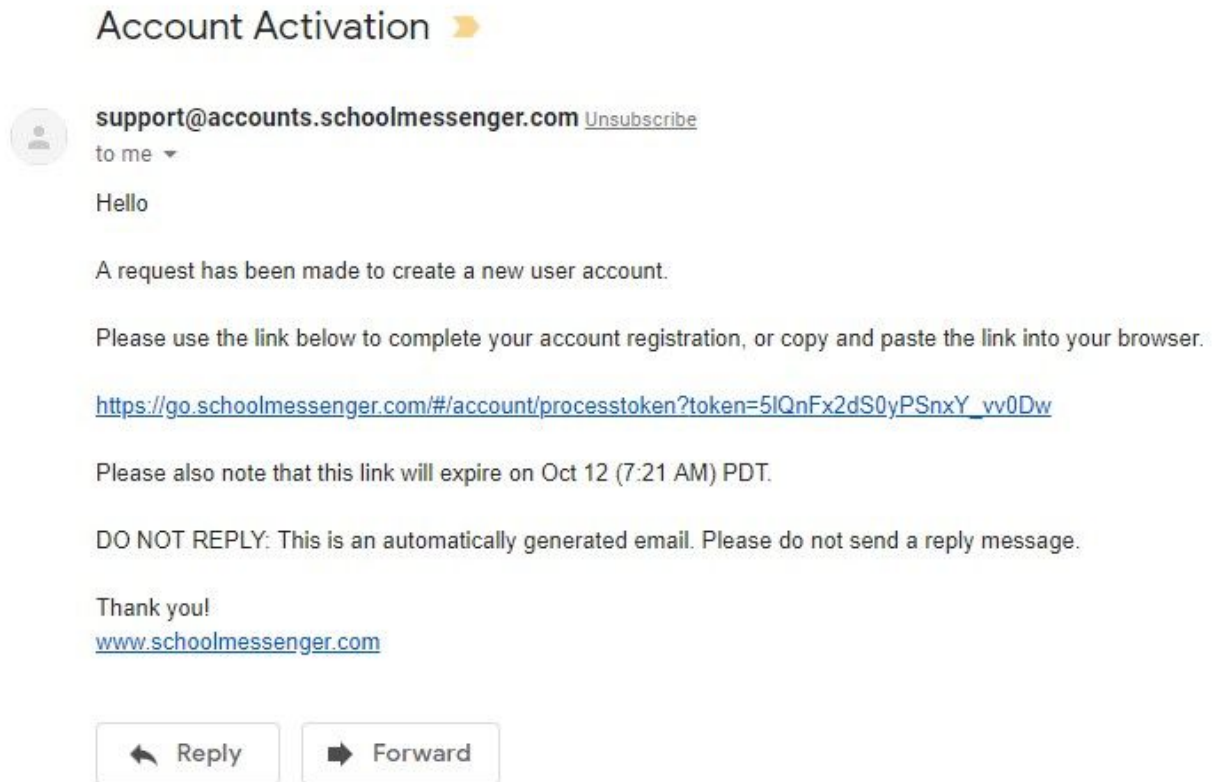**Example**:

last name first initial@stafford.k12.ct.us

Please then input a new password into the password field, following the four rules listed:

One Lowercase Letter, One Uppercase Letter, One Number, A minimum of 6 characters.

You will then be prompted to activate your account. An email
like this should have been sent to the address you provided:

Account Activation ➤

support@accounts.schoolmessenger.com Unsubscribe
to me ▾

Hello

A request has been made to create a new user account.

Please use the link below to complete your account registration, or copy and paste the link into your browser.

https://go.schoolmessenger.com/#/account/processtoken?token=5lQnFx2dS0yPSnxY_vv0Dw

Please also note that this link will expire on Oct 12 (7:21 AM) PDT.

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.

Thank you!
www.schoolmessenger.com

↩ Reply   ➡ Forward

Clicking on the link in the email will activate your account and
bring you directly to a login page where you will put in your
email address and the password you just created.

The next screen will look something like this, with your telephone numbers listed:


This initial screen makes it easy for you to quickly provide permission to SchoolMessenger to send you phone calls. If you would like a more detailed menu allowing changes to these settings, that is what we will go over next. After providing an answer or closing this window, the next screen you will see looks like this:
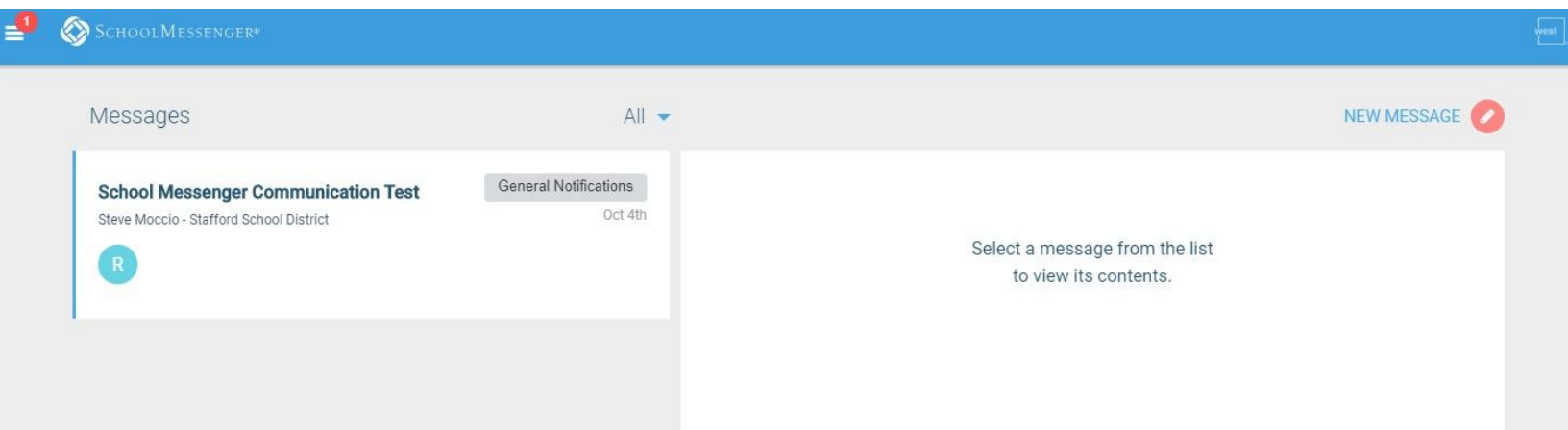
This screen contains records of all notifications received by this account, allowing you to easily access any past notification in complete detail, including being able to play back any voice recording that was attached.
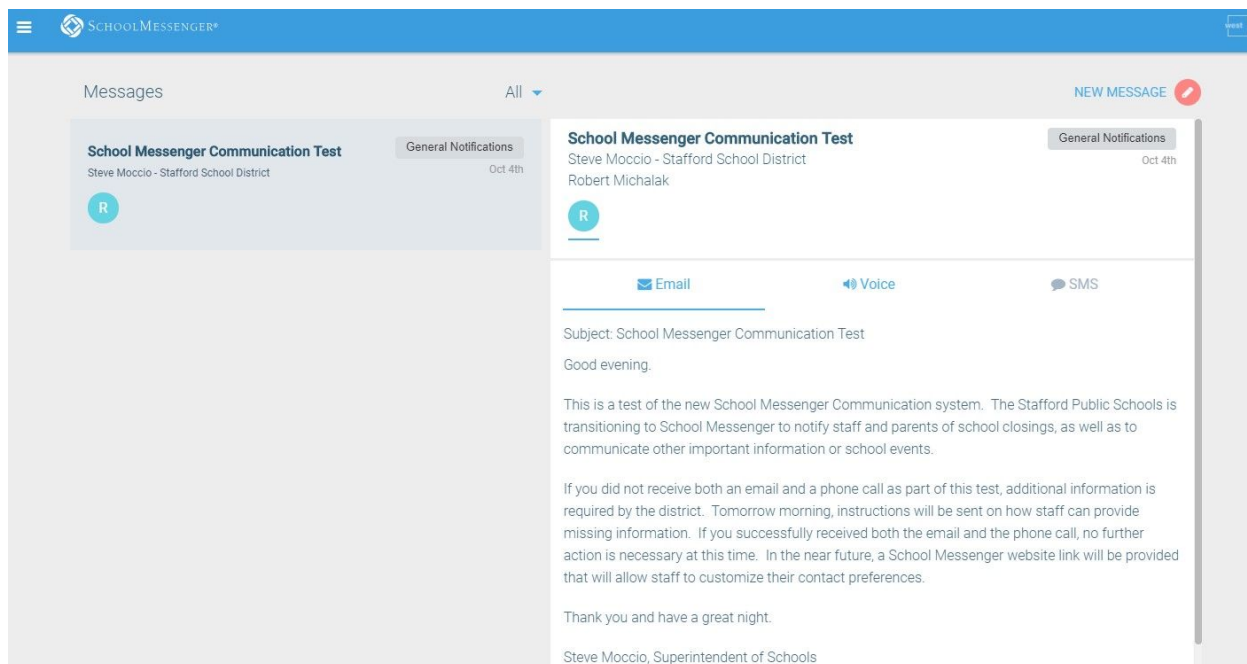
The *New Message* button in the top right will allow you to send messages to parents and students registered to your classes. Next we will go over the most important part of SchoolMessenger GO, the ability to customize your contact preferences! To do so, please click on the menu button in the top left of the screen:
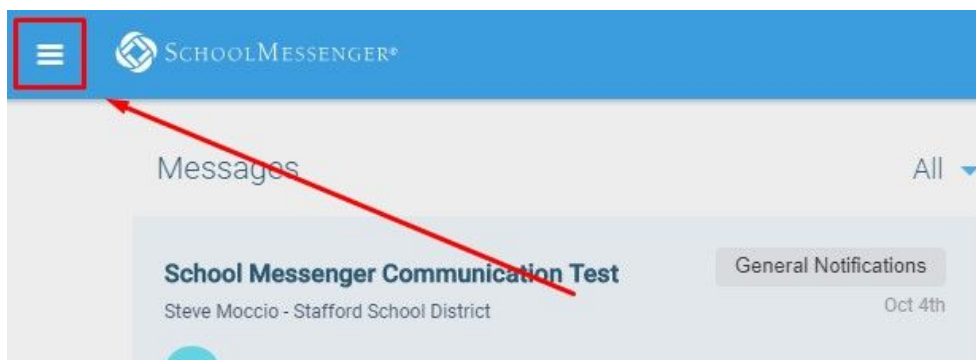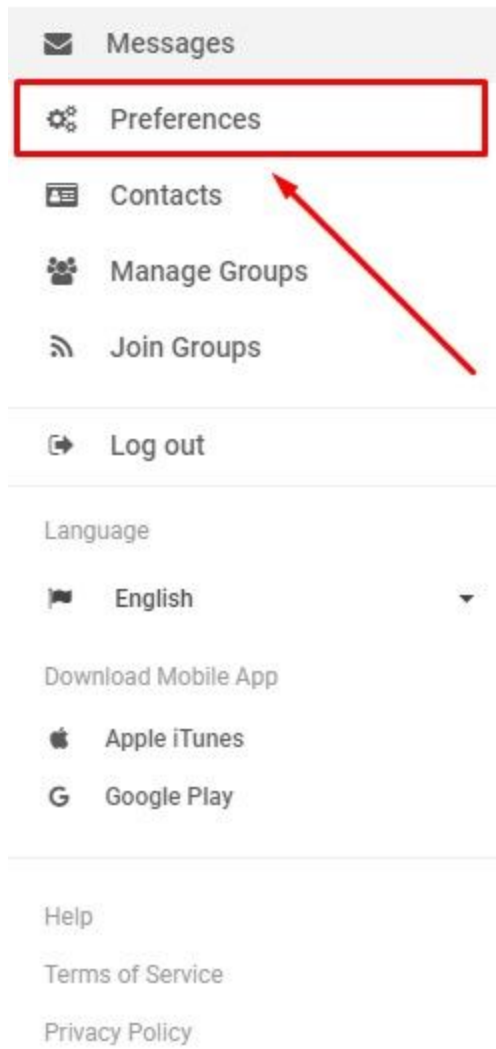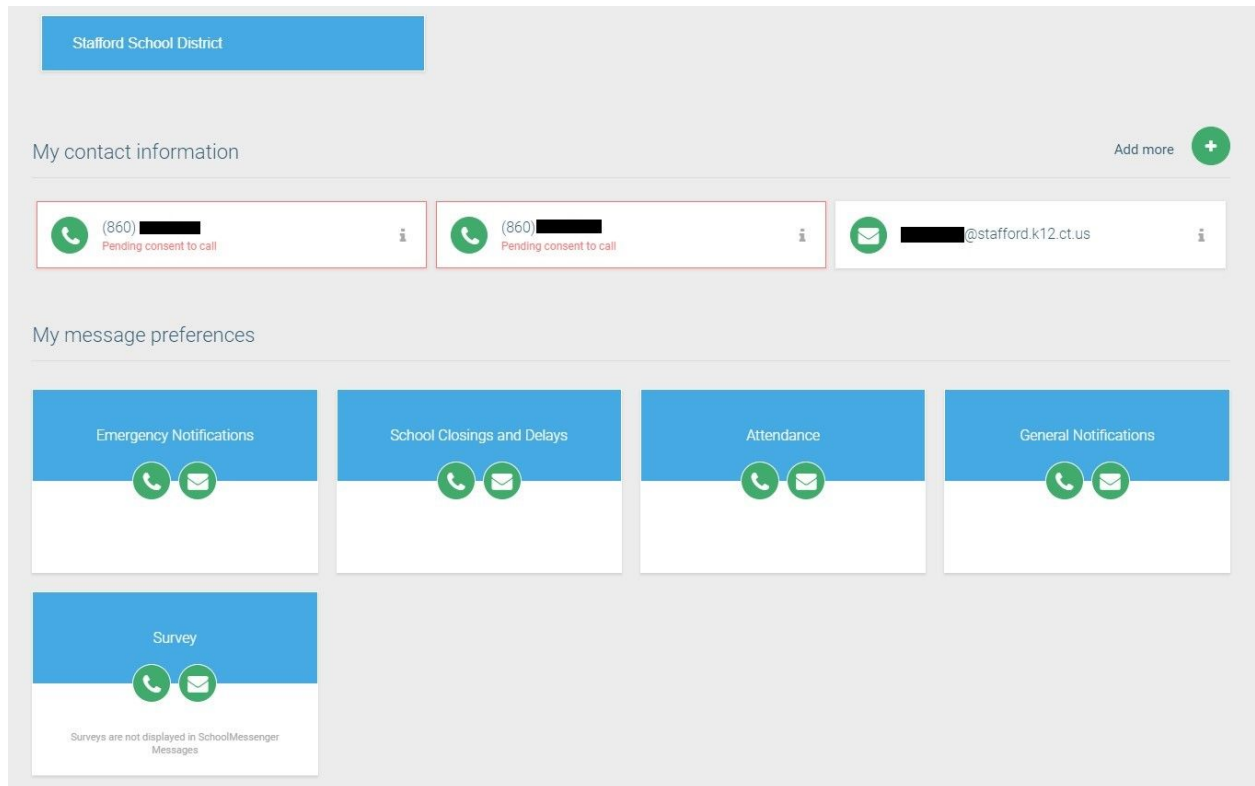
☑ Messages	The navigation menu should pop up on the left-hand side:
⚙ Preferences	
▣ Contacts	
👥 Manage Groups	Please click on the Preferences button to access your contact preferences.
🔊 Join Groups	
➡ Log out	
Language	
🏳 English ▾	
Download Mobile App	
🍎 Apple iTunes	
G Google Play	
Help	
Terms of Service	
Privacy Policy	

This next page will most likely contain two phone numbers and an email address just like below:

There are **five** categories we have for school notifications:

Emergency Notifications: Notifications of emergencies such as lockdowns or other unexpected school events.

School Closings and Delays: Notifications for school closings and delays only.

Attendance: Automated attendance letters sent out daily to parents of students who were absent that day. (If you do not have a student in the district, this message type will not affect you.)

General Notifications: General, non-emergency notifications

Survey: Functionality for the district to send a survey question to staff or parents using SchoolMessenger contact information.

The final portion allows you to click on your phone numbers, email, or any of the message types, and will allow you to change which number or email receives which type of message.

At the moment, the **Emergency Notifications**, **School Closings and Delays**, and **Attendance** fields all require at least **one** phone number.

Lastly, if there is any <u>incorrect or missing information that you do not have access to change</u>, please fill out a <u>Staff Information Form</u> and return it to Christine Marinelli in the Human Resources Department.

If you have questions:

Human Resources Office: (860) 684-2208
Email: marinelli@stafford.k12.ct.us

IT Department Phone number: (860) 684-2218
Email: sboe-it@stafford.k12.ct.us