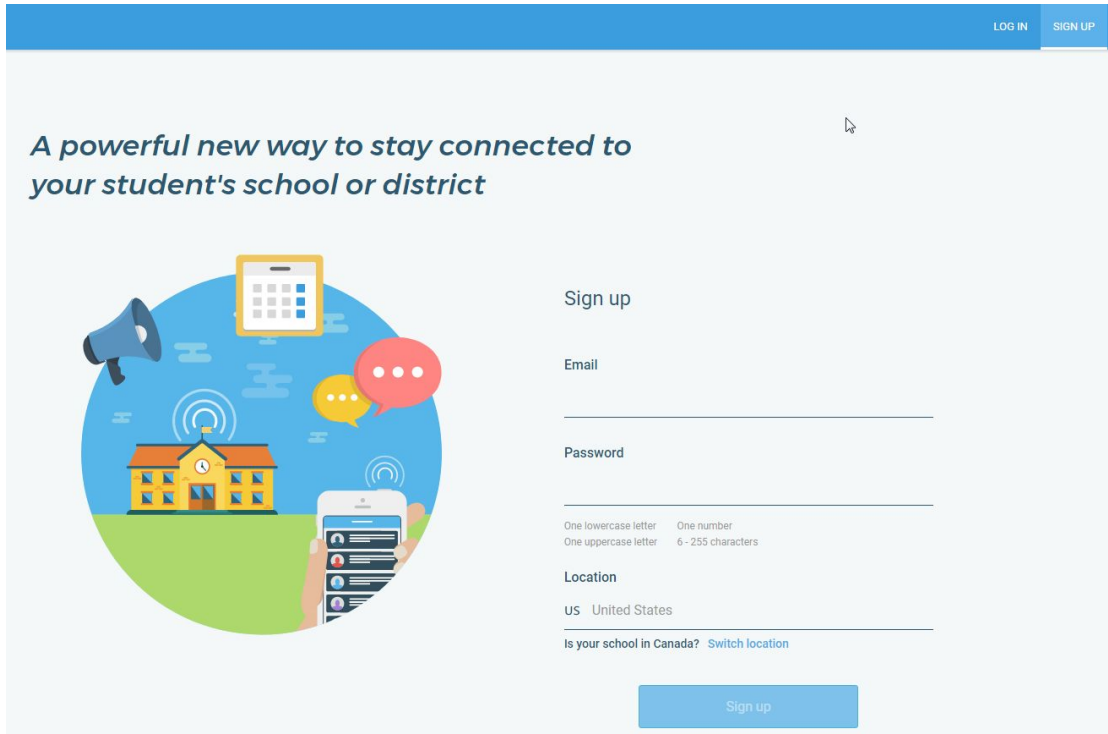


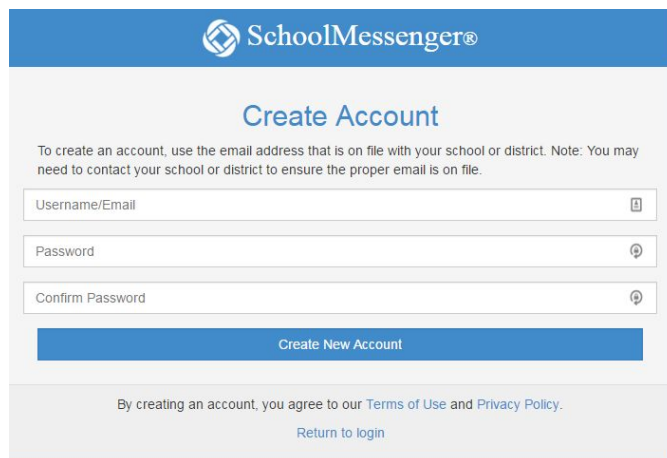
The Parent Portal will allow you to personalize communications from schools or the district. Please follow the directions below to get signed up for the portal.

Go to <https://go.schoolmessenger.com/#/home>  
Click the "Sign Up" link at the top of the page.

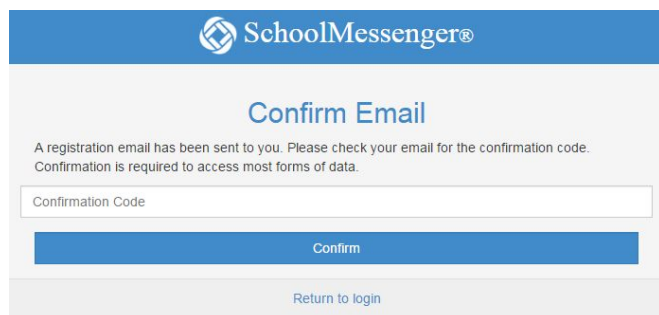


Enter the email that you have on file in Powerschool  
Create a password  
Confirm the password

A confirmation email will be sent with a confirmation code that will need to be entered to confirm the account.



Copy and paste the confirmation code



You will be directed to the login screen and will be able to log in with the email and password that you created.

If you have a phone number on file in Powerschool you will be asked to verify that you would like to use the number for calls from the district.

The screenshot shows the SchoolMessenger login interface. At the top is the SchoolMessenger logo. Below it are two input fields: 'Username/Email' and 'Password'. A blue 'Login' button is positioned below the password field, with a link for 'Forgot your password?' underneath. Below the login form is a blue banner with the question 'Do we have permission to call you?'. Underneath this banner, there is a text prompt: 'Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.' A dropdown menu shows the phone number '(269) 651-1682' and the question 'Is it ok to call this phone number?'. Below the dropdown is a consent statement: 'By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.' At the bottom are two buttons: 'Cancel' and 'Save'.

To change any of your contact information please click on the Preferences link at the top of the page. You will be able to set your preferences for the different types of broadcasts that may be sent by the district or schools.

The screenshot displays the 'My contact information' and 'My message preferences' settings page. The 'My contact information' section shows two entries: a phone number '(269) 651-1682' with 'OK to call' and an email 'vmetzger@sturgisps.org'. The 'My message preferences' section features five cards: 'Non-school Hours Emergency', 'School Hours Emergency', 'Attendance', 'General', and 'Survey'. Each card has a blue header and a white body with icons for phone, speech bubble, and email. The 'Survey' card includes a note: 'Surveys are not displayed in InfoCenter Messages'.

You can add or delete any phone numbers or emails under the “My contact information”. This would be a good place to enter phones/emails for others that might need to be notified when notifications are sent from the district. You may then decide which alerts are sent to which phones/emails in the “My message preferences”.

If you need any assistance, please click on the “Help” link at the top of the page.

