

Parent/Guardian Guide to Creating a School Messenger GO Account!

SchoolMessenger is the new 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. In the future, your SchoolMessenger GO account will also have the functionality for teachers to communicate with parents and students from their classes. As an important note, every parent or guardian will need to create their own separate SchoolMessenger GO account, using separate email addresses, in order to fully customize their information!

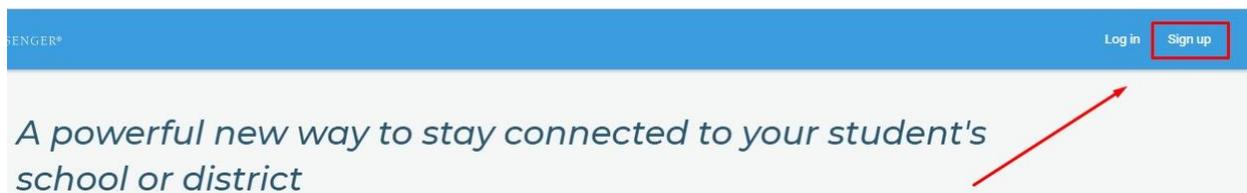
Please also note, the text messaging feature through School Messenger is not yet active! You may opt-in by texting “Yes” to 67587 or wait until later this week for an opt-in message to be sent to your device. You will not have access to customize the text portion of your account until after November 5, 2018, after the district’s opt-in process is complete.

Your first step will be to visit this link:

<https://go.schoolmessenger.com/#/home>

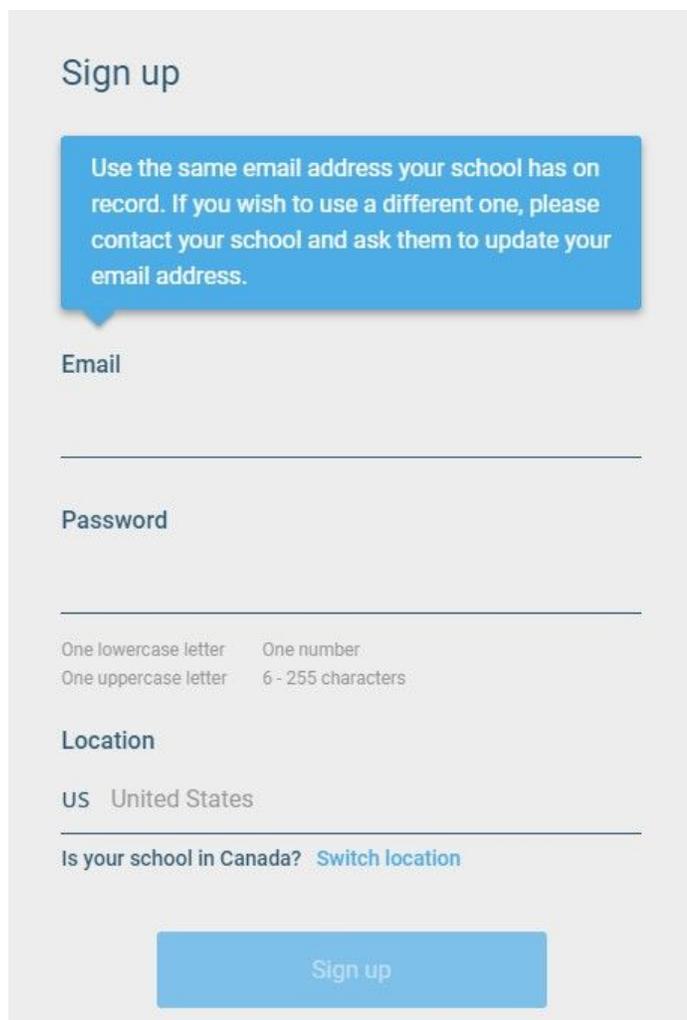
This link is also available on the school website located here
Notifications > Parents & Students > (click page 2 at bottom left
of the page) School Messenger Notification System Customize
Link: http://stafford.k12.ct.us/notifications/parents_students)

At the top right-hand corner, please click Sign up



Your sign up page will look
like this:

Please use one of the primary
email addresses associated
with your PowerSchool
account. (Each parent/guardian
must have an email address
listed in PowerSchool in order
to customize their School
Messenger account. If you
would like to add an email
address to PowerSchool, please
contact your child's school
office.)



Please then provide a new password, following the four rules listed:

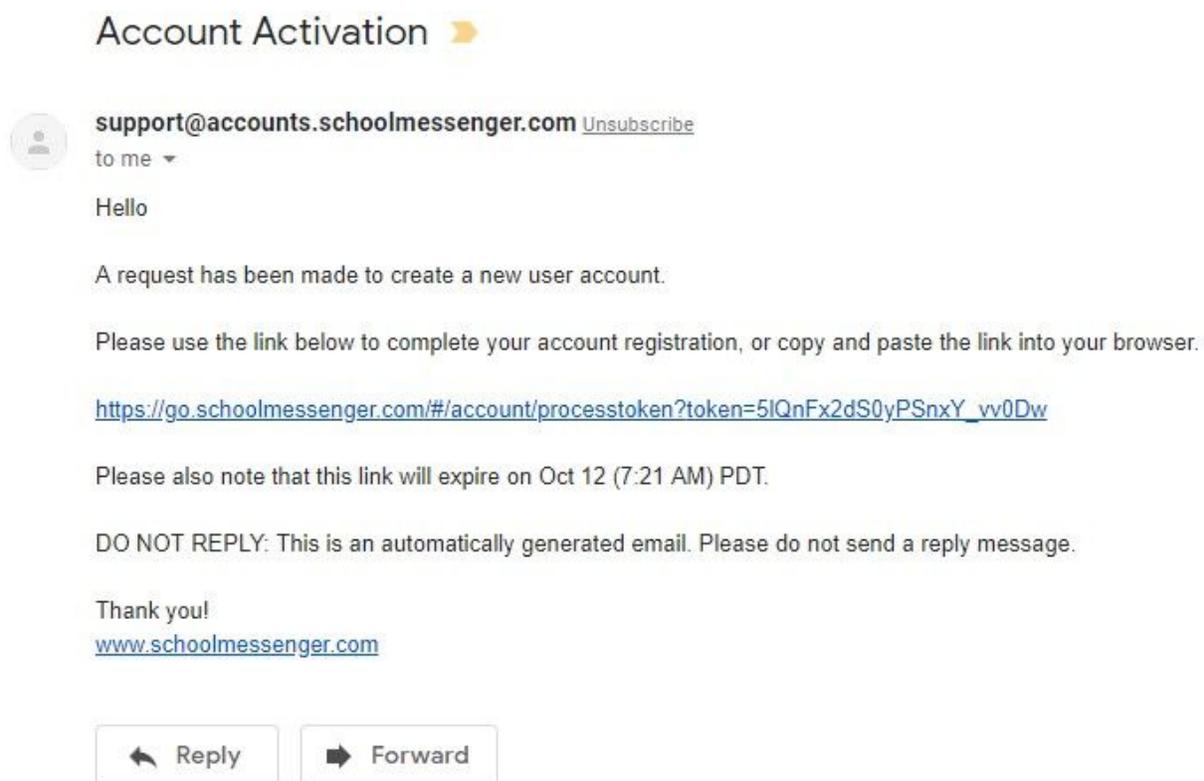
One Lowercase Letter,

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:

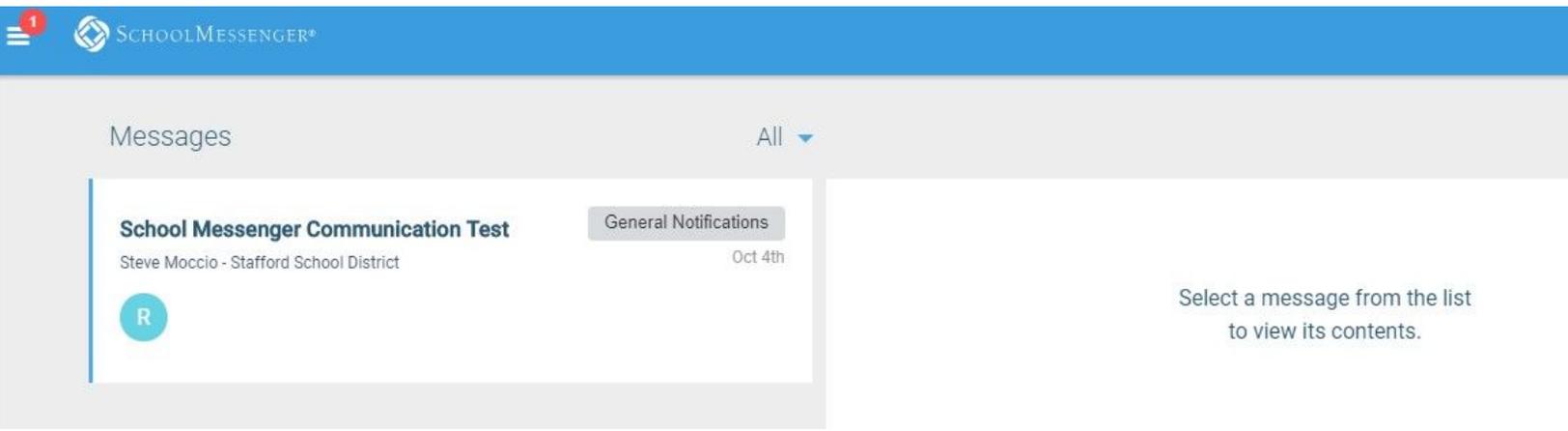


Clicking on the link in the email will activate your account and bring you directly to a login page. Please now login using the email address and password you just provided!

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

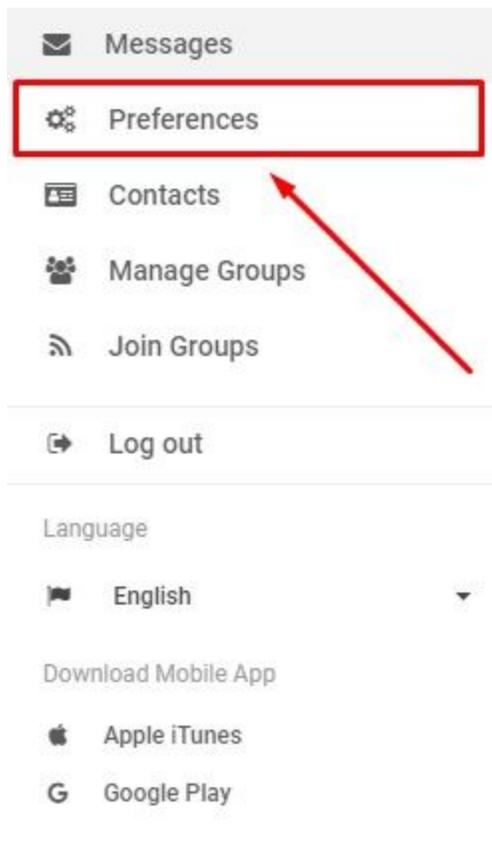
The screenshot shows a blue header with the text "Do we have permission to call you?". Below the header, there is a white box containing the instruction: "Please select which phone number(s) your school or school district may contact you at for non-emergency purposes." There are two entries, each consisting of a phone number in parentheses (860) followed by a blacked-out area, and a dropdown menu with the text "Is it ok to call this phone number?". Below these entries is a line of text: "By selecting yes and save, I consent to receive calls containing pre-recorded voice messages." At the bottom of the white box are two buttons: "Cancel" and "Save".

This initial screen allows you to quickly provide phone call permission to SchoolMessenger! It is suggested that you click the drop down and select "It is OK to call this number". If a telephone number is incorrect, please contact your school office for assistance. 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!

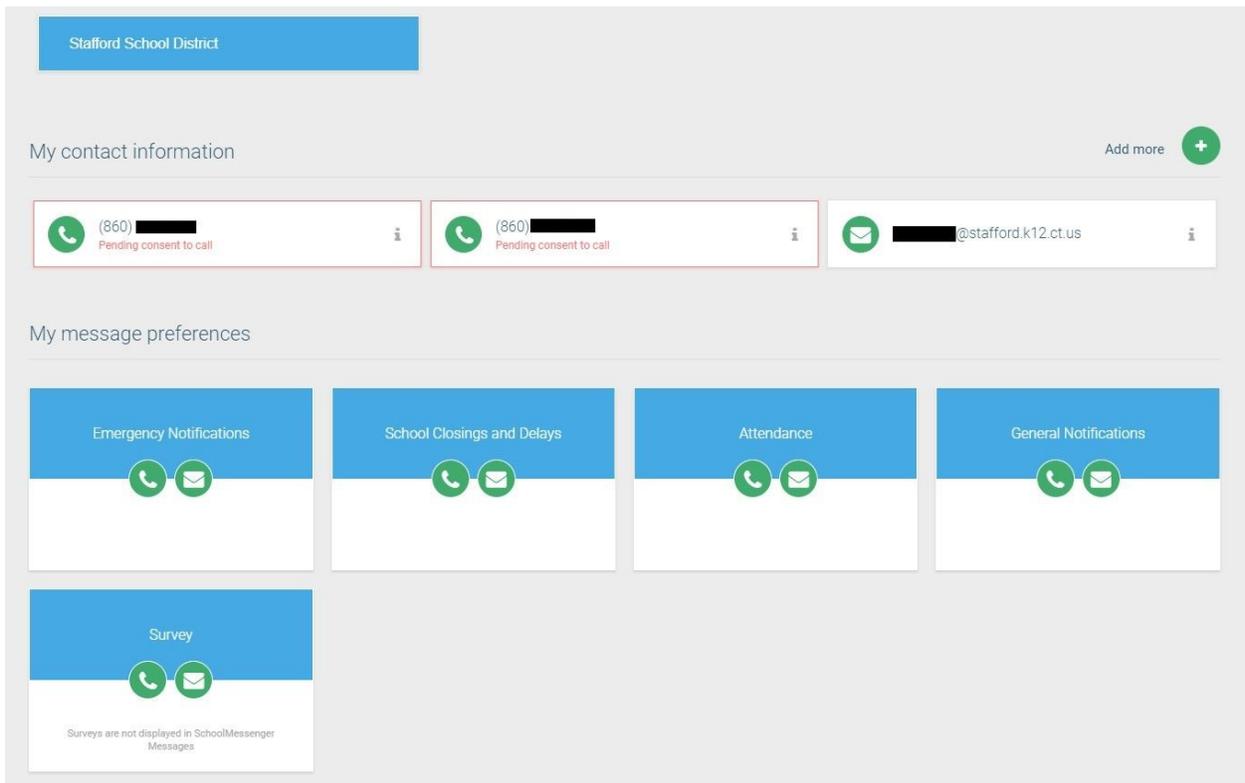
Next we will go over the most important part of SchoolMessenger GO, the ability to customize your contact preferences! To do so, please click on the menu button in the top left of the screen:



The navigation menu should pop up on the left-hand side:

Please click on the Preferences button to access your contact preferences!

This next page will contain the phone numbers and email addresses associated with your parent account. These methods of contact should reflect only your contact information, if another parent or guardian wishes to adjust their contact information as well, they will need to create their own separate account using the email address they have on file.



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.

On this page, clicking on one of your phone numbers, email, or any of the message types, will allow you to change which number or email receives which type of message! Simply leave the box checked if you wish to receive notifications through that method, or unchecked if not!

School Closings and Delays
School Closings and Delays

Phone call
 (860) [redacted] OK to call

Email
 depellegrinid@stafford.k12.ct.us

Cancel Save

(860) [redacted] It's OK to call this phone | [Change](#)
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from Stafford School District, and how you want to receive them.
All available SMS numbers are currently in use. If you wish to use this number to receive text messages you will need to remove an existing phone which is currently using SMS text messaging.

Emergency Notifications
 Call me

School Closings and Delays
 Call me

Attendance
 Call me

General Notifications
 Call me

Survey
 Call me
Surveys are not displayed in SchoolMessenger Messages

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

Lastly, if there is any incorrect or missing information that you do not have access to change, please contact your school office for assistance.

If you have any questions, please feel free to contact Dominic DePellegrini in the IT department at:

Phone number: (860)-684-2218

Email: DePellegrini@stafford.k12.ct.us