

# School Messenger – Parent Portal Quick Start

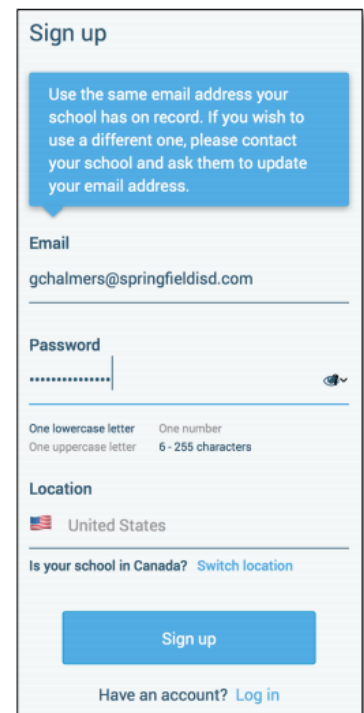
- Manage your preferred contact methods for School Messenger (general, emergency, closings, food service, attendance, etc)
- Retrieve last 30 days of messages

Login via website - <https://go.schoolmessenger.com> OR

Download app for Apple or Android 

## Creating a SchoolMessenger App Account (do this even if you already receive calls)


- From website or app – choose “Sign Up”
- Enter your email address you have registered with Harmony (If your email is not registered with Harmony, you will need to first contact your child’s school to update Harmony)
- Password must contain
  - 1 lowercase letter
  - 1 uppercase letter
  - 1 number
  - 6 characters or more
- You will be sent an email, click the link in email to verify account (link valid for 24 hours)



The screenshot shows the 'Sign up' form with the following fields and options:

- Sign up** (header)
- Instructional box: "Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address."
- Email**: gchalmers@springfieldisd.com
- Password**: [masked]
- Requirements: One lowercase letter, One uppercase letter, One number, 6-255 characters
- Location**: United States (with US flag icon)
- Link: "Is your school in Canada? Switch location"
- Sign up** button
- Link: "Have an account? Log in"

## Notification Preferences

Click the  icon to open Preferences

Top will display all contact numbers and emails

Click on specific contact to modify

Click the “X” to delete

Message Preferences will display types of contact

Click on each message type to open and modify

Save each one after editing

Contact icons will show in green if used, white if not

*Example: only mass text is used for “General”*

