

## School Messenger Parent Instructions

The SchoolMessenger Notification System is used to provide timely communication to parents and staff members on matters such as news, attendance, general interest activities and district emergencies. In order to enhance our ability to accurately deliver that information, we request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site, <https://contactme.schoolmessenger.com/>. Contact Manager allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

If you do not create a "contactme" account, you will still receive General Messages, AM Closing, PM closing, and After School Activity messages on your home phone number. Mid-Day closing messages will go to all four available phone numbers in your student's records. You will not receive any email messages.

In order to utilize this feature simply follow the steps outlined below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

### **If your child is new to the district:**

Steps for setting up your account:

Enter the following URL into your web browser:

1. <https://contactme.schoolmessenger.com/newportaluser.php?u=rtmsd>
2. Click the *Sign Up Now* link near the bottom of the page.
3. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, your name, and zip code. You'll use your email address and the password you enter here to sign in later. Check *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox. Click *Create Account* when you are done.

[**Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

4. Check your email. There will be an Account Activation email from contactme@schoolmessenger.com which contains a link to a confirmation page where you must enter your password in order to activate your account.
5. Once you've activated your account, you're ready to add your child to your account. Click the "Click here to begin" button. Select the option that says, "I do not have an Activation Code and want to activate by phone," and click Next. Add your child's student ID (also known as your child's lunch number).
6. Simply follow the instructions on the page to call in and activate your account. You will need to be able to call into the system from one of the phone numbers associated with your child's student record.
7. When you have finished adding your child to your account, navigate to the *Contacts* tab and click the edit link to right of your child's name. There you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes.

**If your child is in Kindergarten and you have already created an account for older children in the district.**

Log into your contactme account and ADD a contact to your existing account.

**If you are a returning student**

Log into your contact me account and verify that your information and choices are applicable for the new school year.

**If you are a returning family who did not set up a contact me account last year.**

Follow the directions above for a new student in the district.