

# SchoolMessenger Information Sheet

Our school district uses the SchoolMessenger Notification System to provide timely communication to parents, staff, subs, and community members on matters such as attendance, general interest activities, delays/closings, and school and district emergencies. Please follow the setup below that applies to your situation:

## All KV Parents and Staff with children in our schools:

Your contact information will be setup in Skyward Family Access. Please go to Family Access and navigate to the Skylert tab along the left side. A window will open up where you will be allowed to enter phone numbers for calling, email addresses, and several numbers for texting. This allows you to have complete control over how you receive your district notifications and cancellations. It can be updated by you whenever you have a change. Just be sure to click the SAVE button after updates have been made.

## Staff Members (without children in our schools):

In order for you to receive those calls, it is now your responsibility to create your own contact profile using the SchoolMessenger app. The steps are listed below, but you must first create the account and then add the numbers you want called or a text sent to. Please complete this as soon as possible to avoid missing any delay or closing calls.

### Steps for Staff (without children) to setup accounts:

1. Enter the following URL into your web browser: <https://go.schoolmessenger.com/#/home>
2. Click the SIGN UP link at the top of the page.
3. You will be taken to the Sign Up page where you will need to enter your school email address, and a password. Click the blue Sign Up box. (If it says that you already have an account, click the forgot password button.)
4. You will now need to check your email and verify your account. You will be instructed to click on the link in the email to continue.
5. Now you can go to Login. Use the credentials you just set up in Step 3.
6. Fill in your first and last name and Role. **IMPORTANT – Role MUST be set to PARENT.** Even as a teacher without children, it **MUST be set to Parent.** Click Done.
7. It will ask you if it's ok to call you at the number listed. Choose yes.
8. Click on your name in the Upper Right Hand side – go down to Preferences. (If it is not there, log out and then log back in. It may take several successful logins before it shows up.) Then try again.
9. Preferences is where you will set up your call preferences. Under My contact information, click on your phone number. Set up your options for each call type. Save – then go back to your email address and set up those preferences – Save.
10. When all updates are complete, go back up to your name and down to log out. (FYI – we did not purchase the ability to create or join groups.)

Your account is now complete. I suggest that you bookmark this login page so you can simply go to it any time you need to change or add phone numbers to your account.

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

If you have any questions, please call me any time at (219) 956-3143, extension 2093.

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