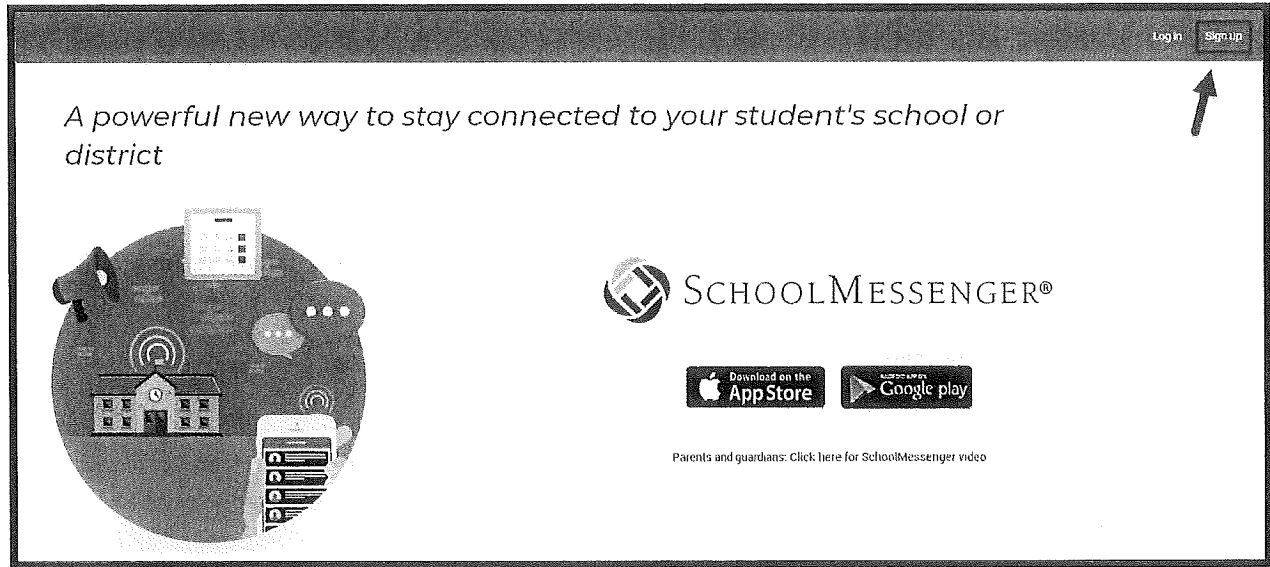



Appendix B – Parent How To

- Parent Subscription preferences can be modified by visiting <https://go.schoolmessenger.ca>.
- The first time you access <https://go.schoolmessenger.ca>, you will have to make an account. Do so by clicking “Sign Up”



- Enter your email and create a password.
- **IMPORTANT:** Ensure the email you are signing up with is one that you have given to the school. If the email you use is not in PowerSchool, the system will permit you to make an account but you will get the following error once logged in

 You currently do not have any contact information on record.

Please contact your school administration to provide them with your contact information for use with SchoolMessenger. Once you have valid contacts on record, you will be able to select what types of messages you prefer to receive.

- Passwords must contain one lowercase letter, one uppercase letter, one number, and be at least 6 characters long. Click Sign Up to create your account.

Sign up

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

elwoodelk@gmail.com

Password

.....

One lowercase letter

One number

One uppercase letter

6 - 255 characters

Location

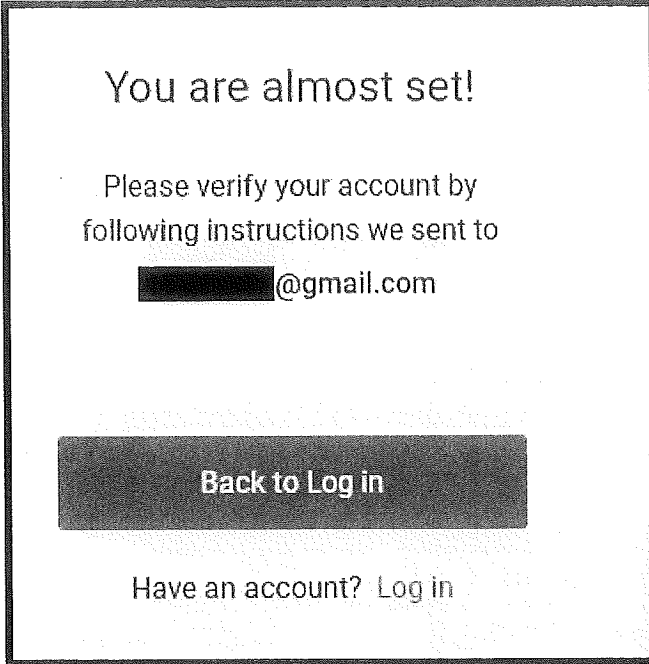
☐ Canada

Is your school in the United States? [Switch location](#)

Sign up

Have an account? [Log in](#)

- The system will then send you an email to verify your account. Once you receive the email, click the link and sign into your account.

A rectangular box with a black border containing text and a button. The text is centered and reads: "You are almost set!", "Please verify your account by following instructions we sent to", a redacted email address followed by "@gmail.com", a "Back to Log in" button, and "Have an account? Log in".

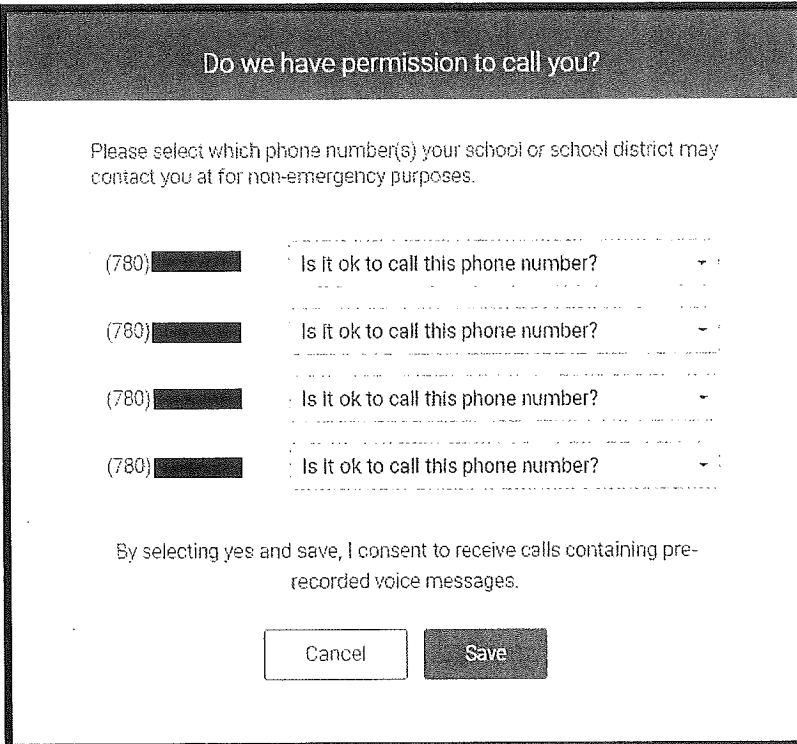
You are almost set!

Please verify your account by following instructions we sent to [REDACTED]@gmail.com

[Back to Log in](#)

Have an account? [Log in](#)

- Once logged in, you will be prompted to select whether you'd like to receive automated SchoolMessenger calls or not to each number tied to your account.

A rectangular box with a black border. The top has a dark header with the text "Do we have permission to call you?". Below is a paragraph: "Please select which phone number(s) your school or school district may contact you at for non-emergency purposes." This is followed by four rows, each with a phone number in parentheses (780) followed by a redacted number, and a dropdown menu with the text "Is it ok to call this phone number?". At the bottom is a paragraph: "By selecting yes and save, I consent to receive calls containing pre-recorded voice messages." and two buttons: "Cancel" and "Save".

Do we have permission to call you?

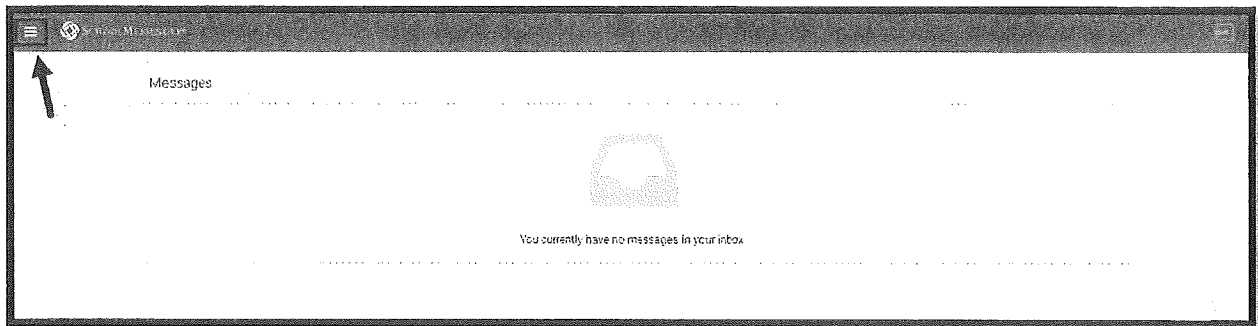
Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(780) [REDACTED]	Is it ok to call this phone number?
(780) [REDACTED]	Is it ok to call this phone number?
(780) [REDACTED]	Is it ok to call this phone number?
(780) [REDACTED]	Is it ok to call this phone number?

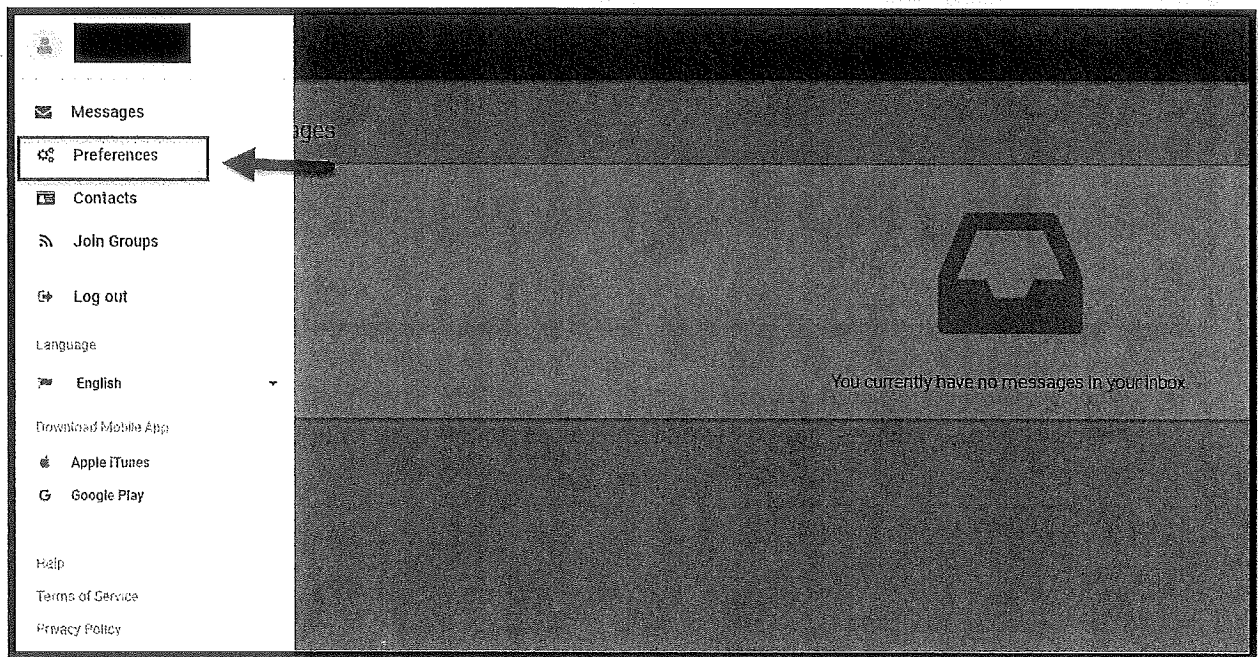
By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

[Cancel](#) [Save](#)

- On the main dashboard, you will be able to see a history of messages sent to you (in addition to receiving them in your email).



- To update subscription preferences, click on the menu in the top left and choose Preferences.



- At the top you will be able to see the schools and districts for all students that you are tied to. If you are linked to a student in another district that uses SchoolMessenger (ex. Elk Island Catholic Schools) you will be able to see that district as well. This allows you to update your subscription preferences in one account for multiple students and districts.


The screenshot displays the SchoolMessenger web application interface. At the top, there is a header with the SchoolMessenger logo and a hamburger menu icon. Below the header, the page is divided into three main sections:

- Schools / Districts:** This section shows a list of schools/districts. One entry, "Elk Island Public Schools", is highlighted with a dark background. To its right, the text "Elk Island Public Schools - Transportation" is visible.
- My contact information:** This section contains four input fields for contact details. The first three fields are for phone numbers, each with a phone icon and a dropdown arrow. The fourth field is for an email address, with an email icon and a dropdown arrow.
- My message preferences:** This section features four buttons for selecting message preferences: "Emergency", "Attendance", "General (Phone Only)", and "General (Phone and Email)". Each button has a phone icon and an email icon, with the "General (Phone Only)" button showing both icons.

- All phone numbers and emails tied to your account will be shown here. Click on the phone number or email address that you would like to update the subscription preferences for.

- You will be able to update subscription preferences for different email or phone call types. If there is a green checkmark below the type, you will receive messages of that type to the selected email address or phone number. Click on the radio button to opt in or out of a specific type and click Save to update your preferences.

My Email

 [redacted]@gmail.com

Choose the messages you are interested in receiving from Ekl Island Public Schools, and how you want to receive them

Message Type	Selected
Emergency	<input checked="" type="radio"/> Email Me
Attendance	<input checked="" type="radio"/> Email Me
General (Phone Only)	<input type="radio"/> Email Me
General (Phone and Email)	<input checked="" type="radio"/> Email Me
Survey	<input checked="" type="radio"/> Email Me