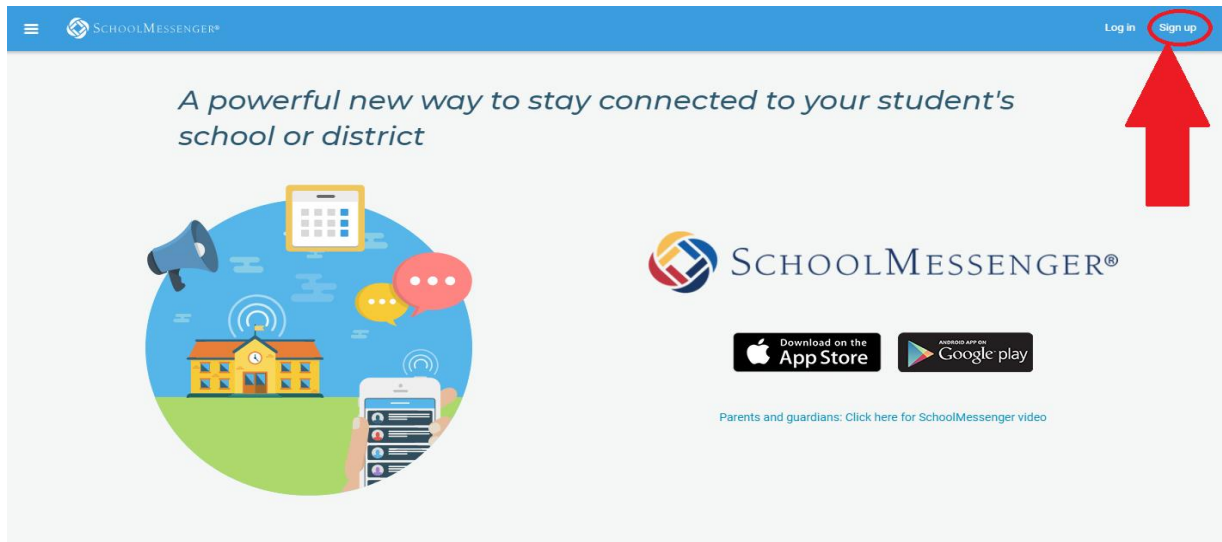


HOW TO GET STARTED WITH SCHOOL MESSENGER

Important: Parents and student users who and require assistance, please contact your school district.

1. Two reasons you should create an account with School Messenger
 - a. A parent would like to “Opt In” to receive texts in addition to a phone call
 - b. A guardian would like to “Opt In” to receive communication from School Messenger.



2. Navigate to <http://schoolmessenger.com/start>
3. From this page in the top right corner select **Sign Up**

Important: If you already have an email address that the school has on record, use this email address when you sign up.

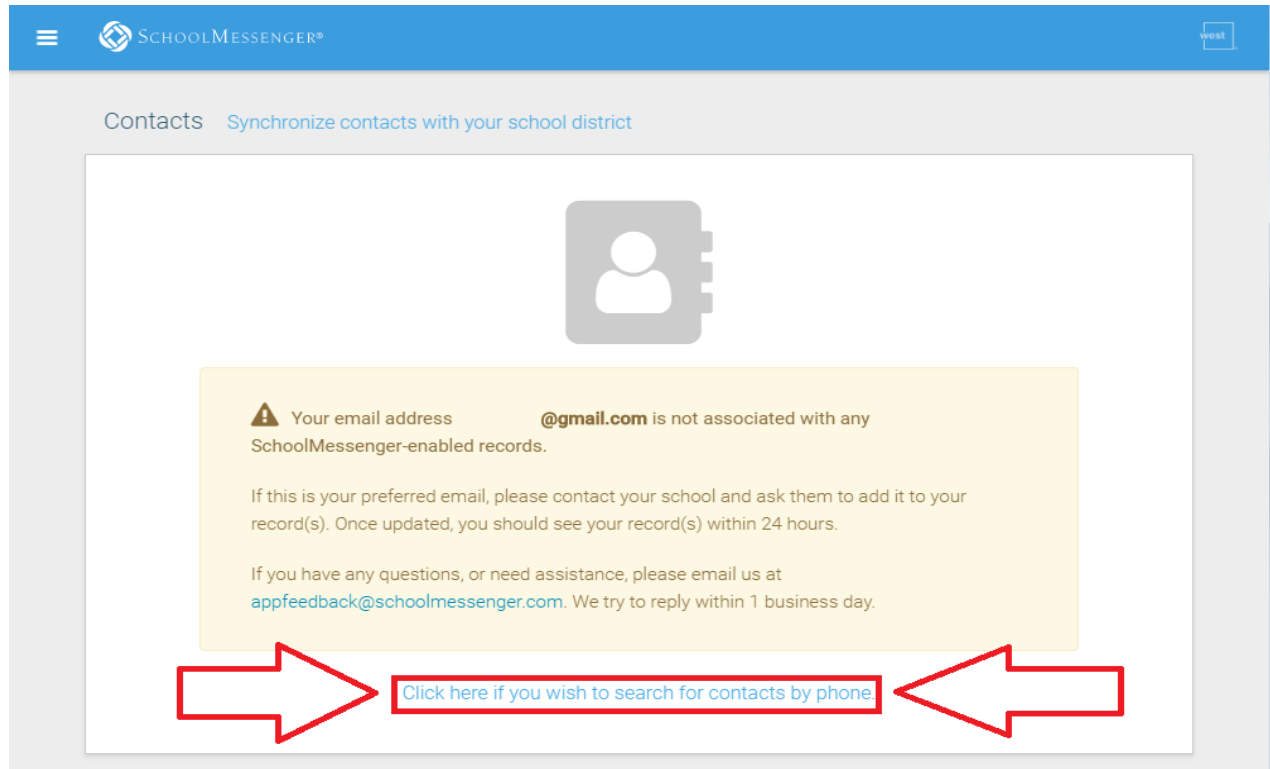
4. You must have an email address to use School Messenger. If you don't have an email address on file with the school district, you can still sign up. The email address you use will be your way to log in to School Messenger.

A screenshot of the School Messenger sign-up form. The header is blue with the School Messenger logo on the left and 'Log in' and 'Sign up' links on the right. The main content area features a circular graphic on the left with a schoolhouse, a megaphone, a calendar, and a smartphone. To the right of the graphic is the 'Sign up' form. The form includes a blue box with instructions: '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.' Below this are fields for 'Email' (with the placeholder 'ParentOrGuardian@gmail.com'), 'Password' (with a strength indicator and a toggle for visibility), and 'Location' (with a dropdown menu set to 'US' and a link to 'Switch location' for Canada). A 'Sign up' button is at the bottom.

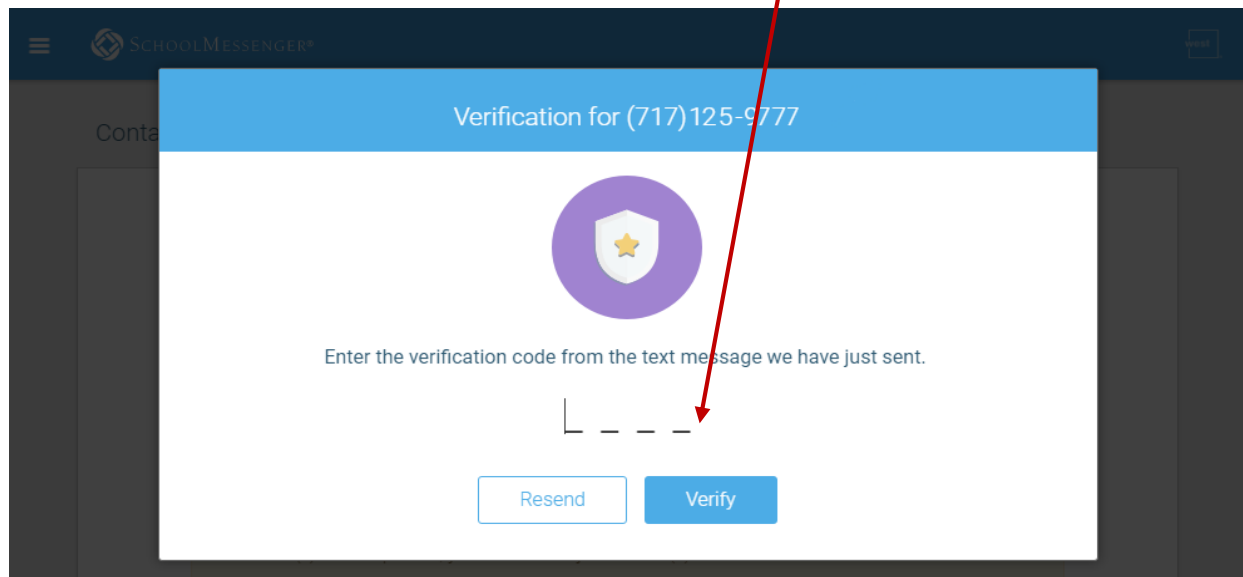
HOW TO GET STARTED WITH SCHOOL MESSENGER

Important: Parents and student users who and require assistance, please contact your school district.

5. If the School Messenger app isn't able to match your email to any contact data in their systems, you'll have the option to try to match a potential school record using your phone number.
6. Select **"Click here if you wish to search for contacts by phone"** to try to find your account with your phone number that the school district has on file.



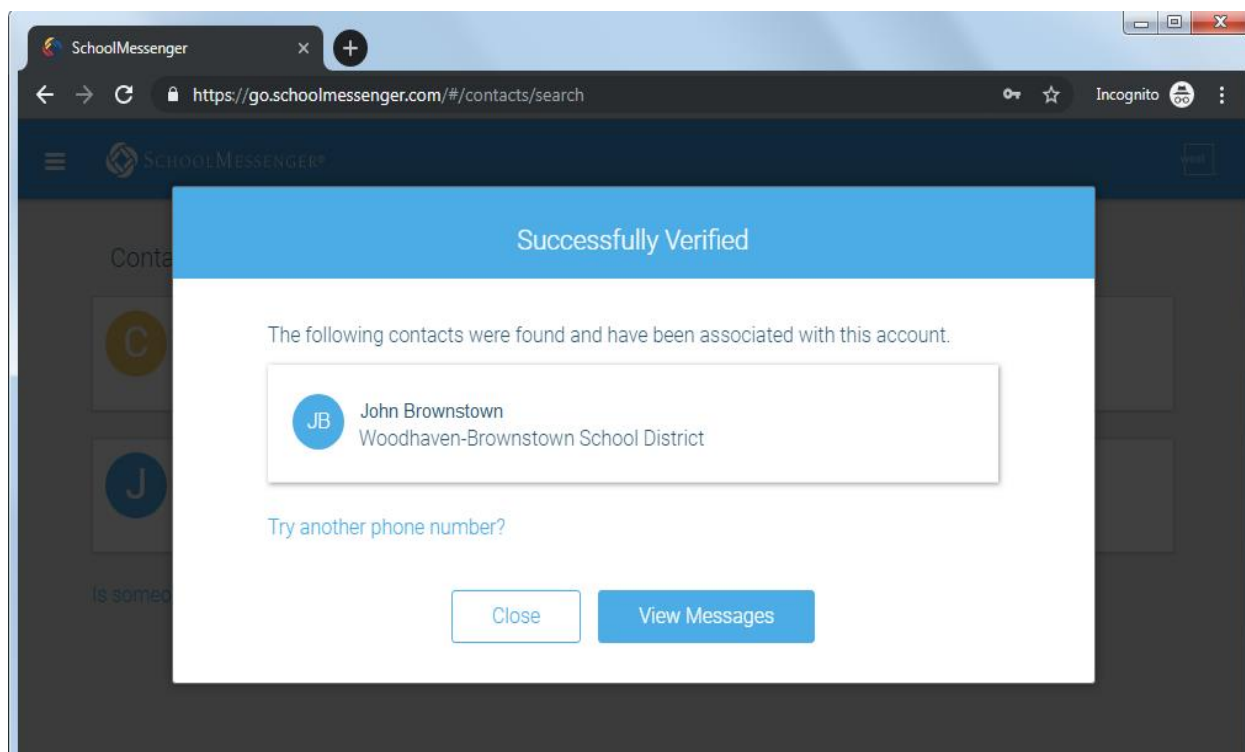
7. If your number is found, then it will require verification by text message.
8. Enter the code sent to your phone into the box and select Verify.



HOW TO GET STARTED WITH SCHOOL MESSENGER

Important: Parents and student users who and require assistance, please contact your school district.

9. It should find and display your account. Click View Messages to get started with school messenger.



10. If the previous steps are successful, you should be now logged into your School Messenger Inbox. Messages will appear on this main page.

