

# Activating and Setting Preferences for Your SchoolMessenger Account







2 Click on the "SchoolMessenger" link at the bottom of the sidebar.



### A powerful new way to stay connected to your student's school or district



#### Welcome to SchoolMessenger!

Please verify your account by following instructions we sent to youremail@gmail.com



This is the 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 verification is not required in order to use SchoolMessenger. However, you may see incomplete Messages and Contacts views.

In the "Welcome to SchoolMessenger" page 3 you will be asked to verify your account by following the instructions sent to the email displayed.



Account Activation	> Inbox ×
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•	support@accounts.schoolmessenger.com Unsubscribe to me 👻	11:20 AM (0 minutes ago)	☆ ▲					
	Welcome!							
	You are receiving this email because this email address was used to log into the SchoolMessenger app directly from PowerSchool. To confirm that activity and validate your email address, simply click the link below (or copy and paste the link into your browser): <a href="https://portal.schoolmessenger.com/portalauth/confirmsso?token=XB2fDVgWQ-SmlTwQq8AsEw">https://portal.schoolmessenger.com/portalauth/confirmsso?token=XB2fDVgWQ-SmlTwQq8AsEw</a> Please know that this link will expire on Sep 3 (3:20 PM) PDT. You will only need to perform this verification once. Until this account is verified, you will receive a similar email each time you attempt to login using an expired token.							
	If you did not want to verify this email address for the SchoolMessenger app, no further action is required.							
	DO NOT REPLY: This is an automatically-generated email. Please do not send a reply message.							
	Thank you! www.schoolmessenger.com							
	Reply Forward							

- 4 You will receive an email called "Account Activation".
- 5 Click on the link in the email to activate and validate your SchoolMessenger account.

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Click on the link at the bottom of the message.



			Do we have permission to call you?	http://www.inter	C Refre
Message	es: 4				Mark All As R
RC	Early Dismissal Remin Lincoln Families: Stude	Please select whi may contact you	Tue, 10/22/2	4 04:00 pm	
RC	Bus Delay Lincoln Families: Bus 1	(610) 488-5631	Consent	Wed, 10/16/	24 03:47 pm
RC	Early Dismissal Remin Lincoln Families: Stude	By selecting yes	Yes, it's ok to call me at this number	Tue, 09/24/2	:4 04:00 pm
RC Notification of Sched		No, call me for emergencies only	Mon, 09/23/	24 04:00 pm	
			Close Save		

8 You will be prompted to select your contact preference for the numbers listed on your account.





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🔷 SchoolMessenger®		La Inbox	Attendance				MB
<b>Preferences</b>							
School / District							
East Penn School District							
My contact information							
(610) 966-8300 OK to call	×	(610) 966-8 OK to call	3300	×	9	youremail@gmail.com	×

#### My message preferences



 Click on any contact number or email in the "My contact information" section to change your SchoolMessenger contact permissions.





12 Click on any category in the "My message preferences"



## **Preferences**

School / District	Emergency Emergency notifications sent during school hours	
East Penn School District	Phone call	
My contact information	✓ (610) 966-8300 OK to call	
	✓ (610) 967-2198 OK to call	
(610)966-8300 OK to call	SMS Number(s)	il@gmail.com ×
	(610) 966-8300	
	✓ (610) 967-2198	
	Email	
My message preferences	youremail@gmail.com	
Emergency	Cancel	Survey
		Surveys are not displayed in SchoolMessenger Messages

Click on the check box to choose your desired methods of contact for each category and click Save.

