SCHOOLMESSENGER
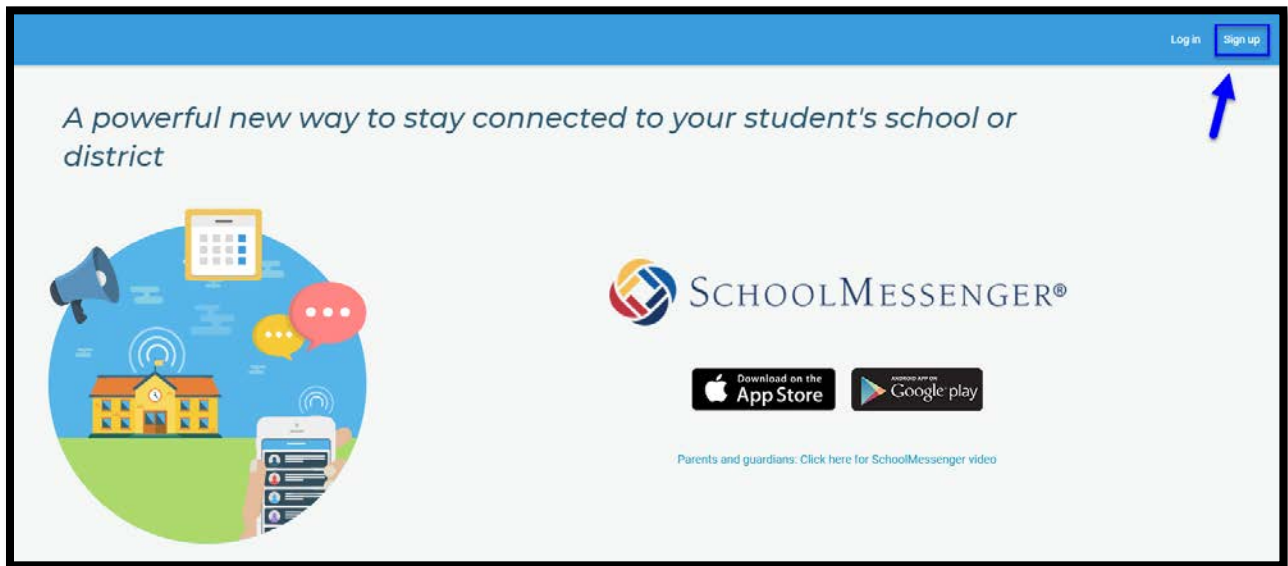# PARENT ACCOUNT GUIDE

Elk Island Public Schools

August 2018

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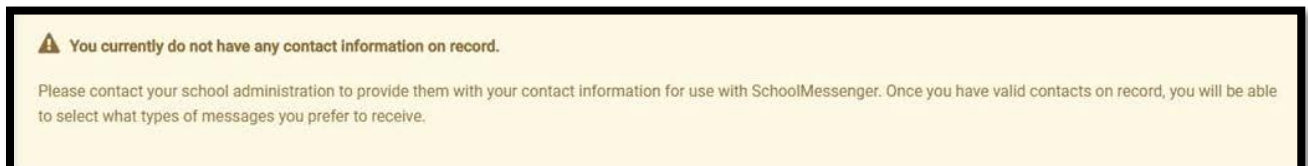
- Passwords must contain one lowercase letter, one uppercase letter, one number, and be at least 6 characters long. Click Sign Up to create your account.

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

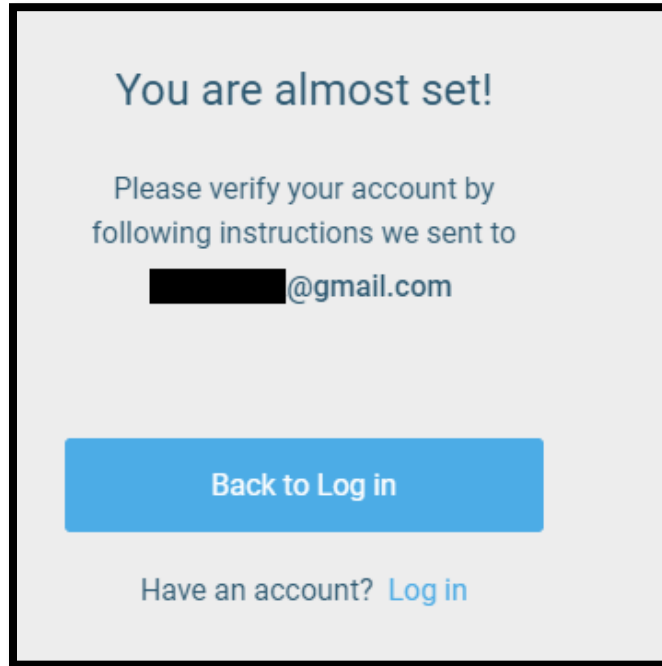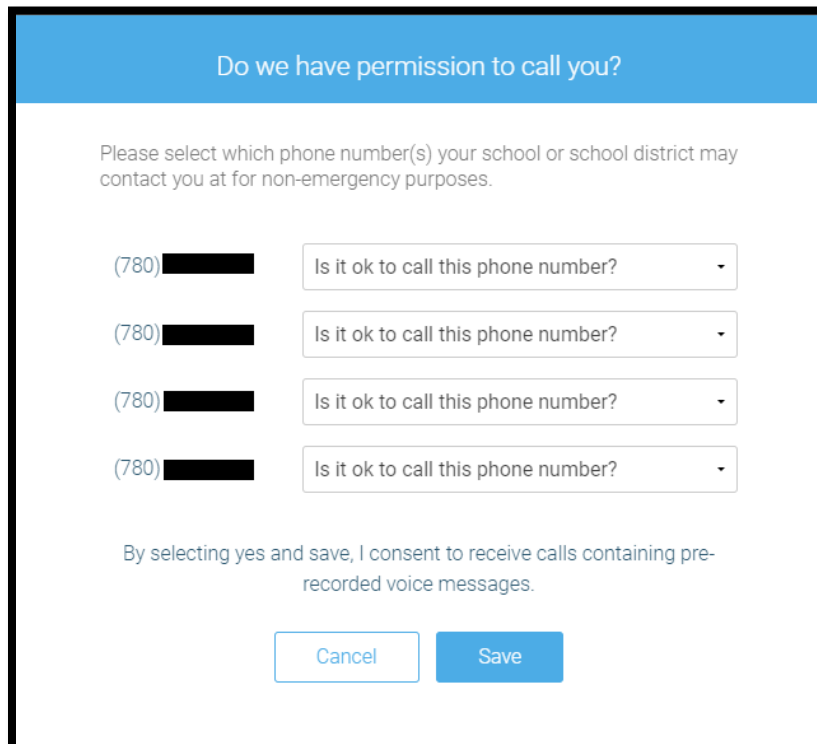c☐ Canada

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.

You are almost set!

Please verify your account by
following instructions we sent to

████████@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.

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)████	Is it ok to call this phone number? ▾
(780)████	Is it ok to call this phone number? ▾
(780)████	Is it ok to call this phone number? ▾
(780)████	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).
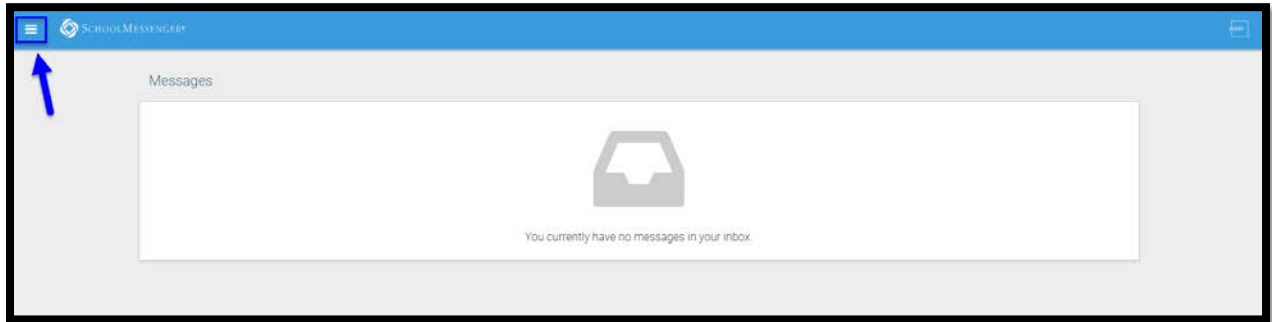
- To update subscription preferences, click on the menu in the top left and choose Preferences.
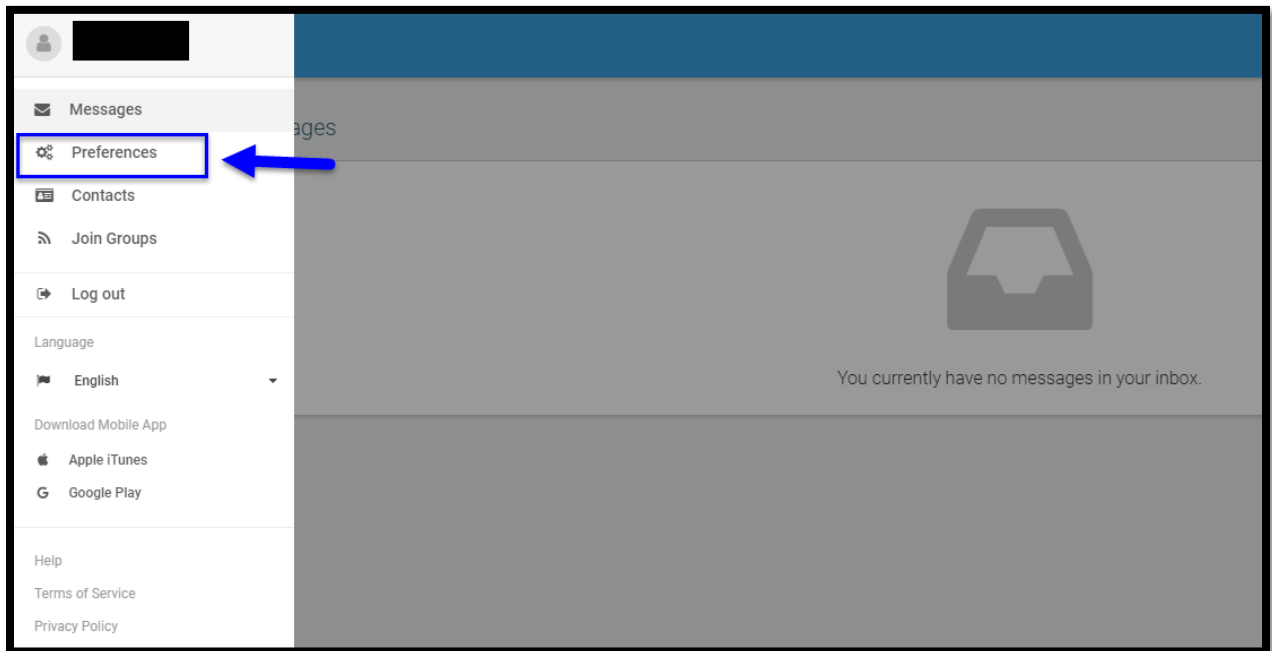
- At the top you will be able to see the schools and districts for all students that you are tied to. If you are linked to a student in another district that uses SchoolMessenger (ex. Elk Island Catholic Schools) you will be able to see that district as well. This allows you to update your subscription preferences in one account for multiple students and districts.
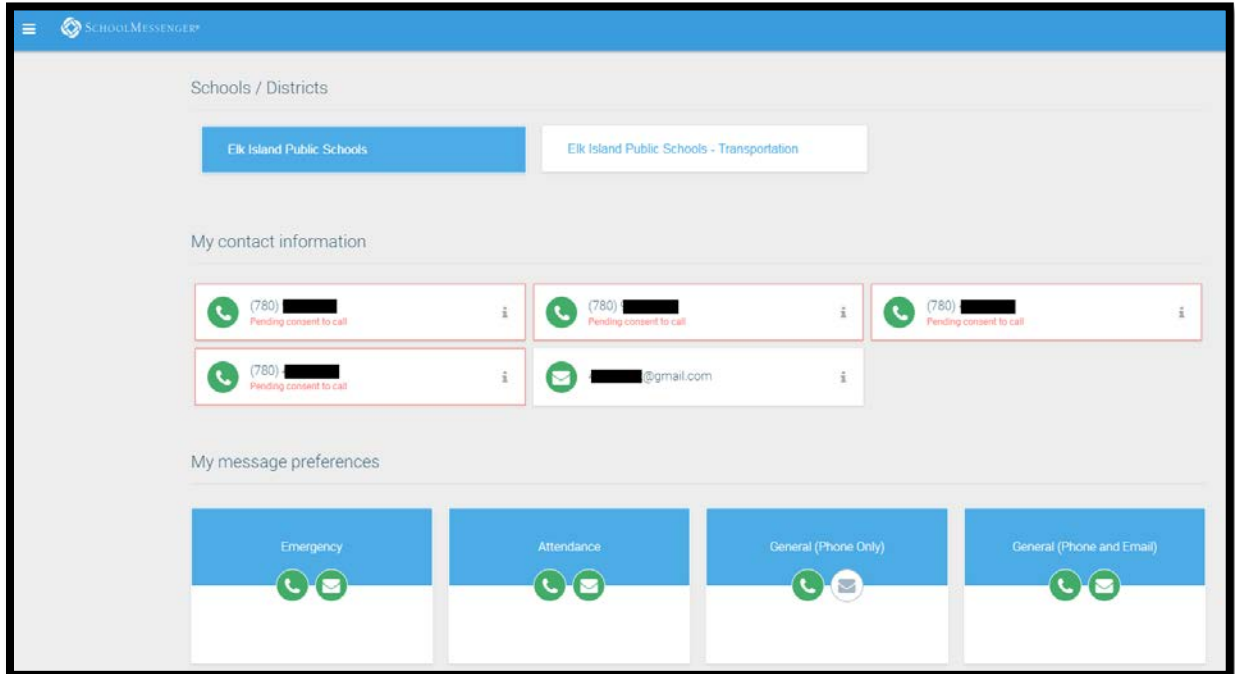
- All phone numbers and emails tied to your account will be shown here. Click on the phone number or email address that you would like to update the subscription preferences for.

- 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.