



SchoolMessenger Account Activation Instructions for Jeffco Parents

Use your Web browser to go to:

<https://contactme.schoolmessenger.com/?u=jeffersoncsd1>

The link will take you to SchoolMessenger's Contact Manager.

Click on the [Sign Up Now](#) link at the bottom of the page:

A screenshot of a web browser displaying the SchoolMessenger Contact Manager login page. The browser's address bar shows the URL "https://contactme.schoolmessenger.com/?u=jeffersoncsd1". The page has a blue header with the "SCHOOLMESSENGER™" logo. On the left side, there is a photograph of two young girls. The main content area is titled "SchoolMessenger Contact Manager" and contains a login form with fields for "Email:" and "Password (case sensitive):". A "Sign In" button is located below the password field. To the right of the password field is a link that says "Forgot your password? Click Here". Below the login form, there is a message: "First time accessing the SchoolMessenger Contact Manager?" followed by a blue link that says "Sign up now". A large red arrow with a white outline points from the right towards the "Sign up now" link. At the bottom right of the page, there is a "VeriSign Secured" logo and a copyright notice: "© 1999-2009 Reliance Communications, Inc. All Rights Reserved."

You will be taken to the Sign Up page where you will need to enter a valid e-mail address, a password (which you create), your name, and zip code. You'll use your e-mail address and a password to sign in later. Check *Email me when I have a new phone message* if you would like to receive an e-mail message each time there is a new message in your mailbox. Select Agree to the Terms of Service. Click Create Account when you are done.



The screenshot shows the 'Create a New Account' page for SchoolMessenger. On the left is a photo of a woman and a young girl. The main content area contains the following fields and options:

- Email (this will be your login name):** [Text input field]
- Confirm Email:** [Text input field]
- Password:** [Text input field]
- Confirm Password:** [Text input field]
- First Name:** [Text input field]
- Last Name:** [Text input field]
- ZIP Code:** [Text input field]
- Email me when I have a new phone message.
- Text me when I have a new phone message.
- Mobile Phone for Text Messaging:** [Text input field]

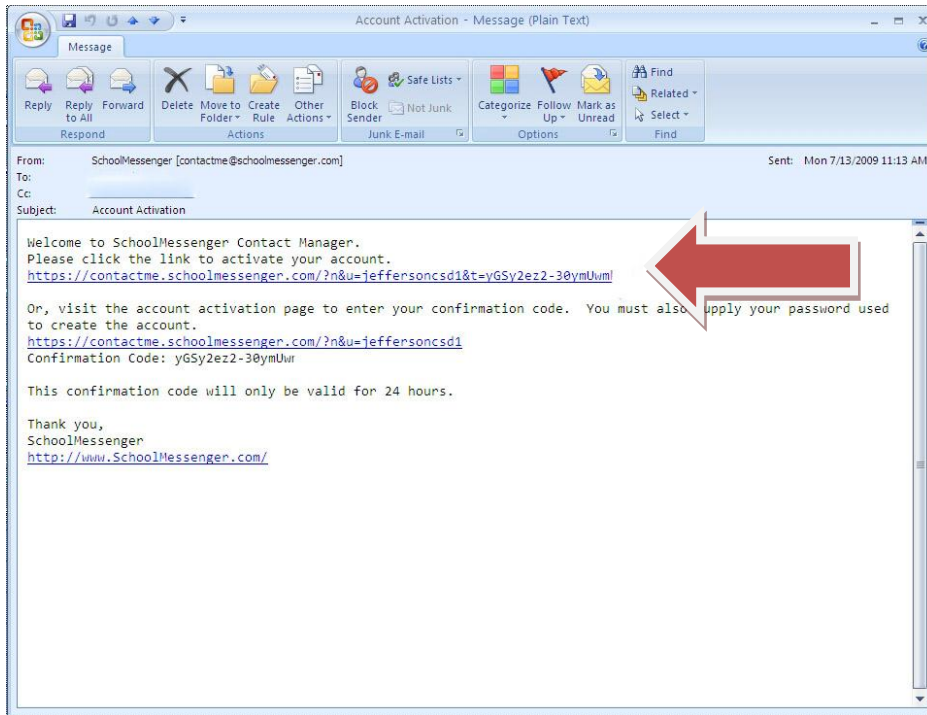
Below the form is the **SchoolMessenger Contact Manager Terms of Service** section, which includes:

- 1. Product.** This agreement covers the SchoolMessenger Contact Manager, an online communications application, and any new features that augment or enhance the current communications application. SchoolMessenger may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.
- 2. Terms of Service.** Customer acknowledges and agrees to the following terms of service. In addition, Customer agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service will be subject to this Agreement.
- 5.2. Email And Notices.** Customer agrees to provide SchoolMessenger with Customer's e-mail address, to promptly provide SchoolMessenger with any changes to Customer's e-mail address, and to accept emails (or other electronic messages) sent to Customer's e-mail address.

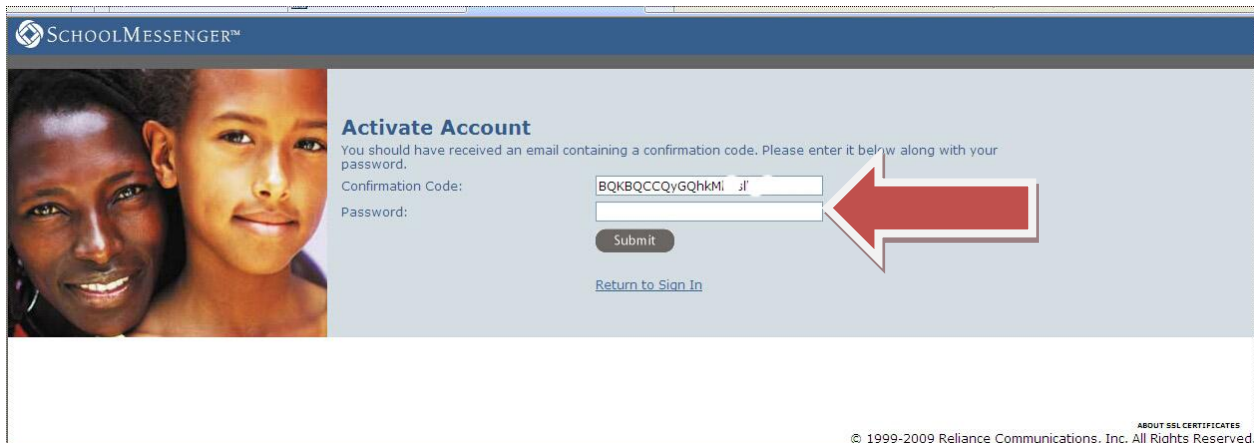
At the bottom of the page, there is a checkbox for **Accept Terms of Service** and a **Create Account** button.

Go to your e-mail account and look for the message from SchoolMessenger. You must do this immediately.

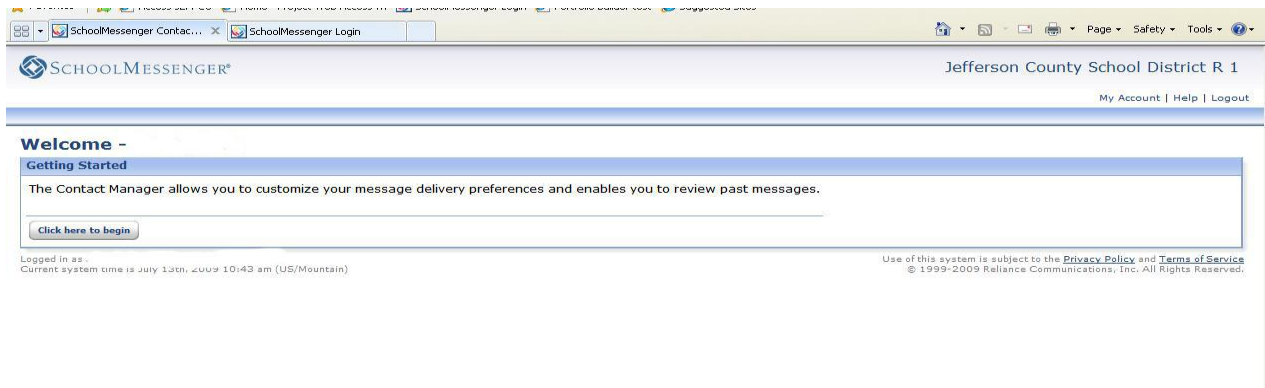
Click on the link in the e-mail message. This will take you to the Activate School Account page in SchoolMessenger.



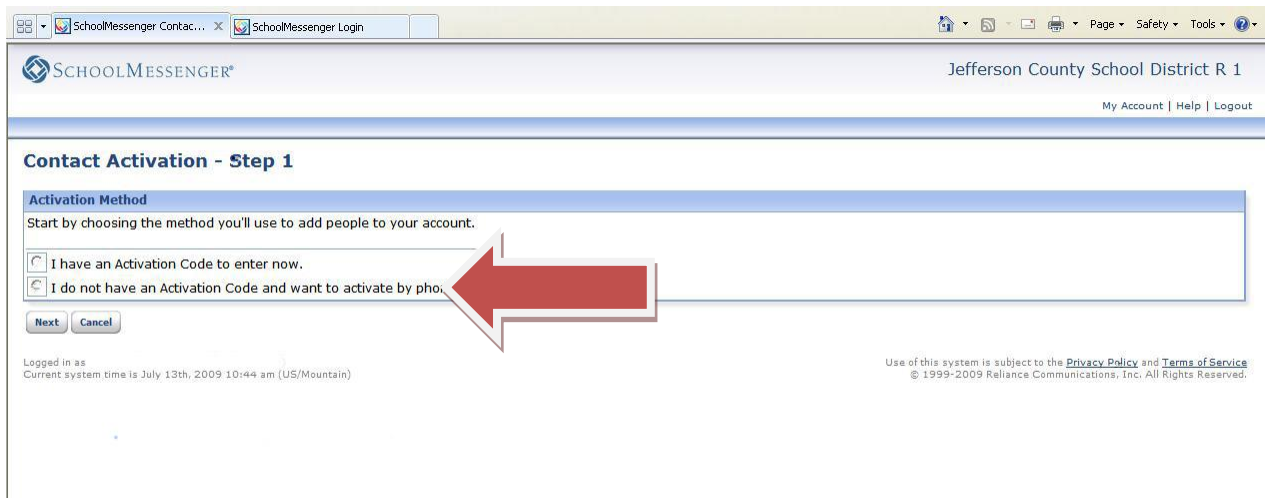
Type in the password you created earlier and click the **Submit button**.



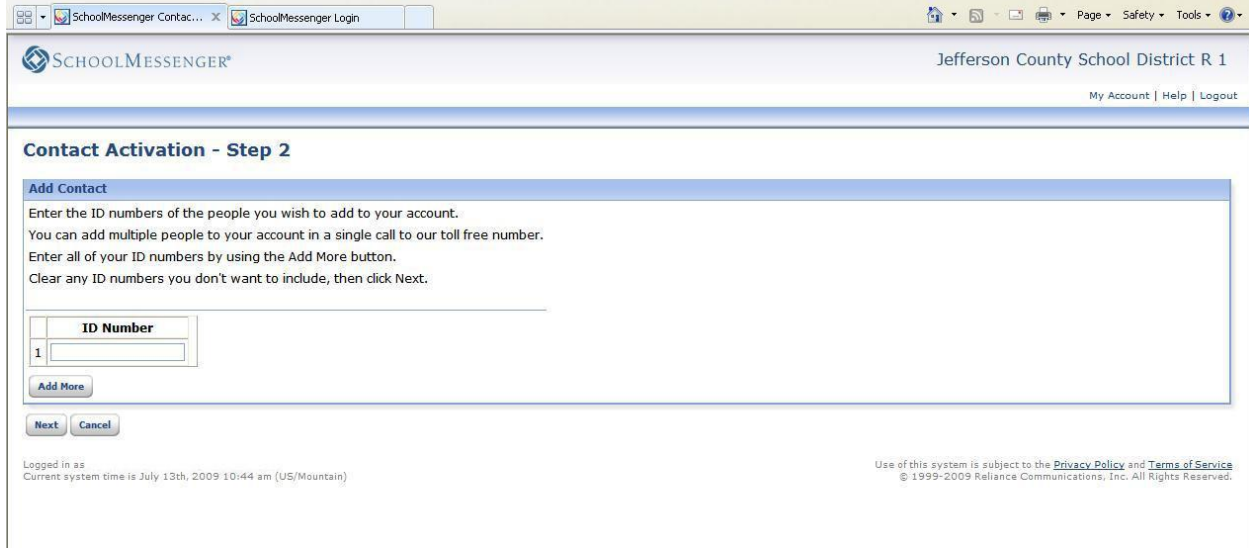
You will see this welcome screen



Click *I do not have an Activation Code and want to activate by phone.*

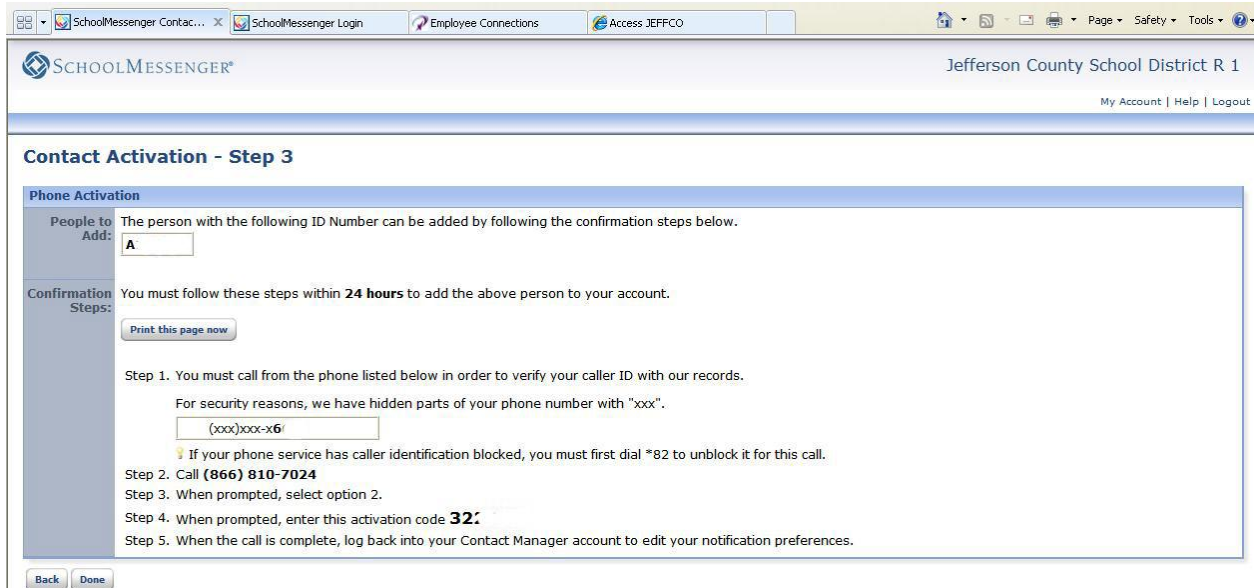


Enter your child's ID from their report card.



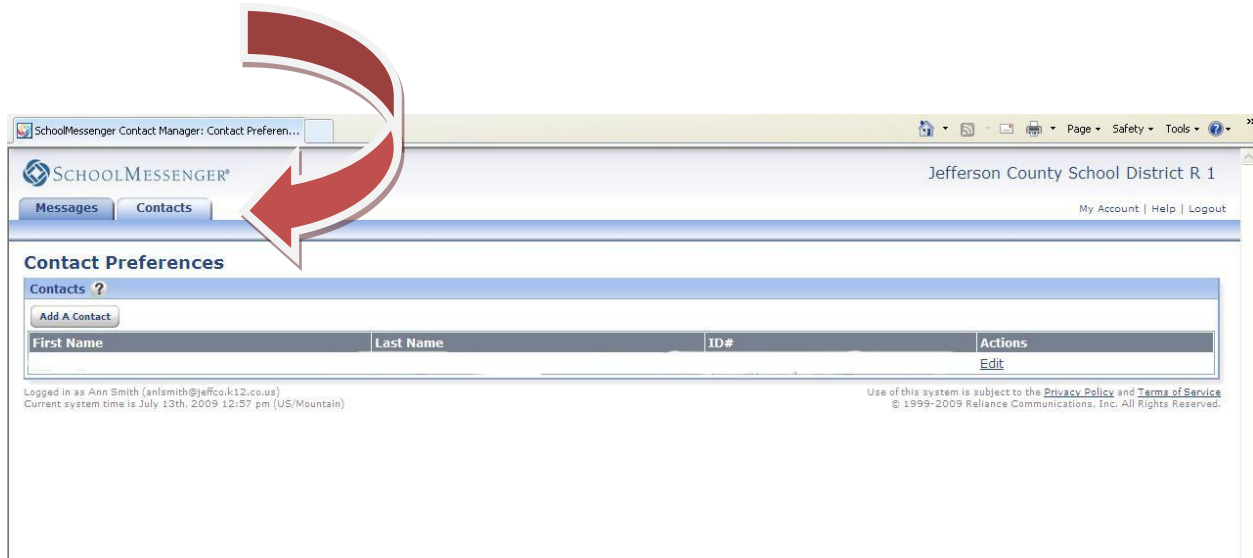
Screenshot of the SchoolMessenger Contact Activation - Step 2 page. The page title is "Contact Activation - Step 2". The header includes the SchoolMessenger logo and "Jefferson County School District R 1". The main content area is titled "Add Contact" and contains the following text: "Enter the ID numbers of the people you wish to add to your account. You can add multiple people to your account in a single call to our toll free number. Enter all of your ID numbers by using the Add More button. Clear any ID numbers you don't want to include, then click Next." Below the text is a form with a table for "ID Number" containing one entry with the value "1". There is an "Add More" button below the table and "Next" and "Cancel" buttons at the bottom. The footer includes "Logged in as" information and a copyright notice for Reliance Communications, Inc.

Simply follow the instructions on the page to call in and activate your account. **You will need to be able to call into the system from one of the phone numbers associated with your child's student record. This is phone number you provided to your child's school on the Student Information Card. Click the Done button.**



Screenshot of the SchoolMessenger Contact Activation - Step 3 page. The page title is "Contact Activation - Step 3". The header includes the SchoolMessenger logo and "Jefferson County School District R 1". The main content area is titled "Phone Activation" and contains the following text: "The person with the following ID Number can be added by following the confirmation steps below." Below this is a table with "People to Add:" and a value "A". The "Confirmation Steps:" section includes a "Print this page now" button and five numbered steps: "Step 1. You must call from the phone listed below in order to verify your caller ID with our records. For security reasons, we have hidden parts of your phone number with 'xxx'. (xxx)xxx-x6", "Step 2. Call (866) 810-7024", "Step 3. When prompted, select option 2.", "Step 4. When prompted, enter this activation code 321", and "Step 5. When the call is complete, log back into your Contact Manager account to edit your notification preferences." At the bottom are "Back" and "Done" buttons.

There are two tabs at the top of the screen. Select the Contacts Tab.



The screenshot shows the SchoolMessenger Contact Manager interface. At the top, there are two tabs: 'Messages' and 'Contacts'. A red arrow points to the 'Contacts' tab. Below the tabs, the page title is 'Contact Preferences'. There is a section titled 'Contacts ?' with an 'Add A Contact' button. Below this is a table with columns for 'First Name', 'Last Name', 'ID#', and 'Actions'. The 'Actions' column contains an 'Edit' button. At the bottom left, it says 'Logged in as Ann Smith (anlsmith@jeffco.k12.co.us) Current system time is July 13th, 2009 12:57 pm (US/Mountain)'. At the bottom right, it says 'Use of this system is subject to the Privacy Policy and Terms of Service © 1999-2009 Reliance Communications, Inc. All Rights Reserved.'

You can now add your students to your account by clicking the Add a Contact Button and following the prompts. When you have finished adding your child(ren) to your account, click the Edit button on the right side of the box.

Contact Preferences

Contacts ?

Add A Contact

First Name	Last Name	ID#	Actions
			Edit

Logged in as Ann Smith (anlsmith@jeffco.k12.co.us)
Current system time is July 13th, 2009 12:57 pm (US/Mountain)

Use of this system is subject to the...
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You will be brought to the *Edit Contact Details* page (see below) where you can simply check which types of messages you would like to receive and at which phone number or e-mail address. Make sure that you click Save when you are done making changes.

Phone						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Phone 1 (Primary Phone)	(303) -----	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2 (Secondary Phone)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3 (Primary Cell)	(303) -----	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Contact 2 Home)	(303) -----	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 5 (Contact 2 Cell)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 6 (Contact 3 Home)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 7 (Contact 3 Cell)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 8 (Contact 4 Home)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 9 (Contact 4 Cell)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 10 (Student Home)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 11 (Student Cell)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Email 1 (Contact 1 Email)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email 2 (Contact 2 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 3 (Contact 3 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 4 (Contact 4 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 5 (Contact 5 Email)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
SMS 1 (Text Contact 1)	(303) -----	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 2 (Text Contact 2)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 3 (Text Contact 3)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 4 (Text Contact 4)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 5 (Text Contact 5)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

You can check SchoolMessenger throughout the school year to review any messages that were sent to your contact numbers and e-mail addresses by logging on to SchoolMessenger (remember your password!), and selecting the Messages Tab at the top of the window. If your contact information changes, this must be submitted to your student's school.

For assistance, please contact your student's school.