


SchoolMessenger Notification System Set-up Instructions

Steps for setting up your account:

1. Enter the following URL into your web browser:
<https://contactme.schoolmessenger.com/?u=fhsdschools>
2. Click the **Sign Up Now** link near the bottom of the page.
3. You will be taken to the Create New Account page where you will need to enter a valid email address, a password (that you create), and your name. You'll use your email address and the password you enter here to sign in later. Click **Sign Up** when you are done.

[Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.]



CONTACTMANAGER

Contact Manager

Email

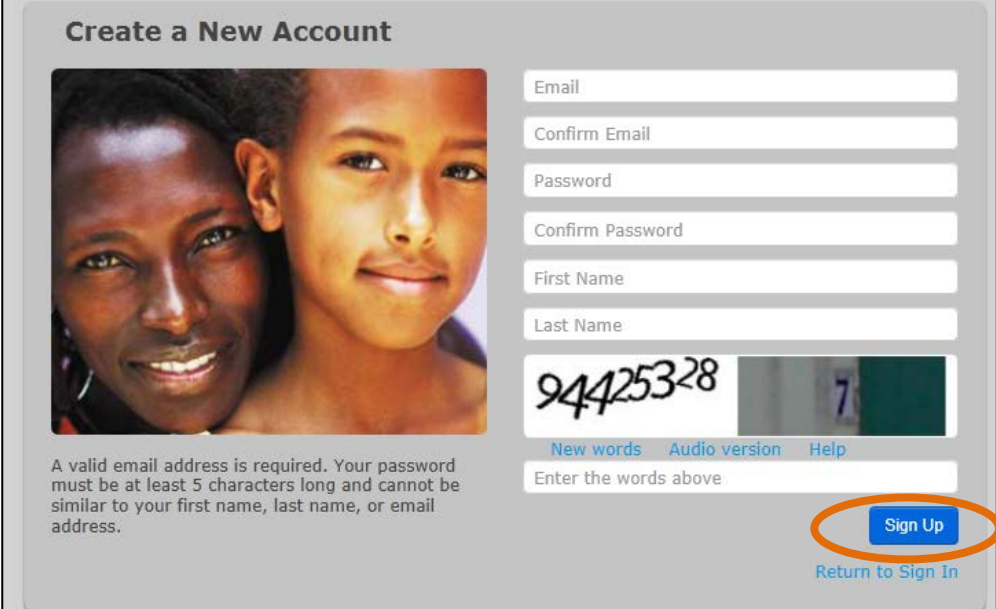
Password

Passwords are case-sensitive.

[Sign In](#)

[Forgot your password? Click Here](#)

First time accessing the SchoolMessenger Contact Manager? [Sign up now](#)



Create a New Account

Email

Confirm Email

Password

Confirm Password

First Name

Last Name

94425328 7

[New words](#) [Audio version](#) [Help](#)

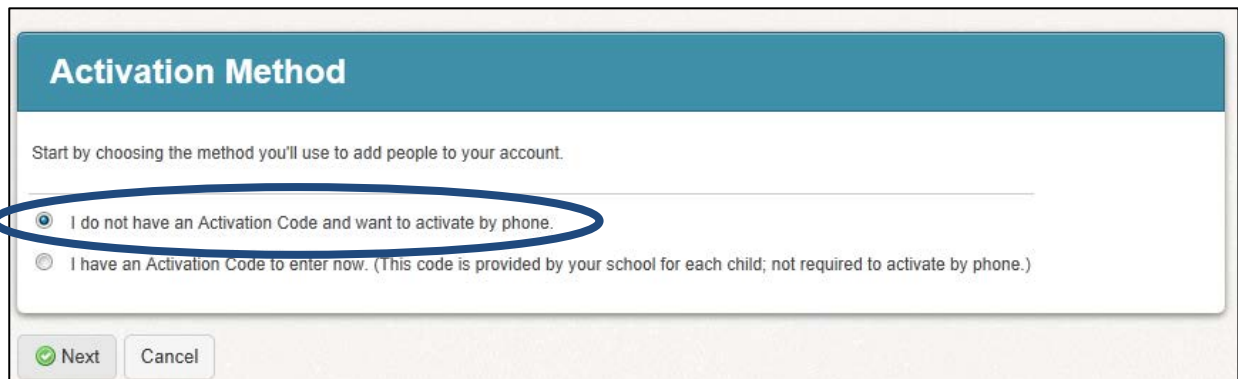
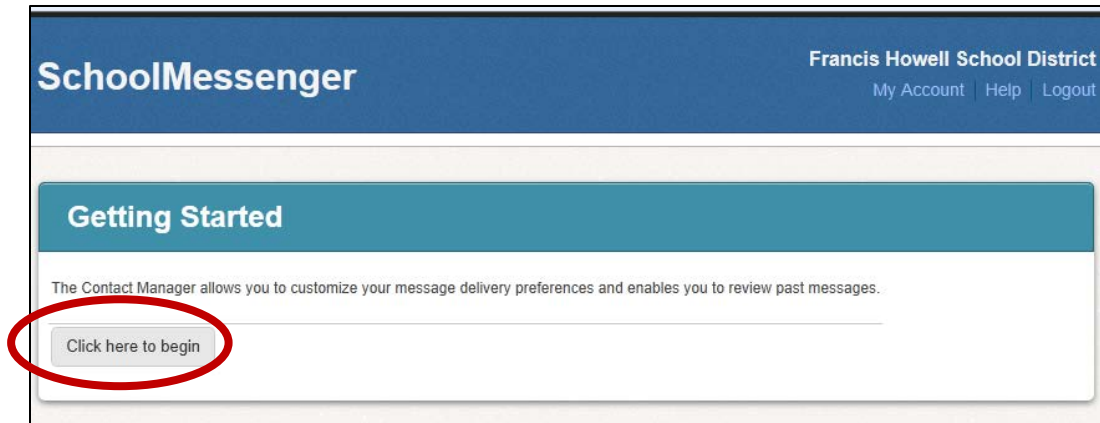
Enter the words above

[Sign Up](#)

[Return to Sign In](#)

A valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

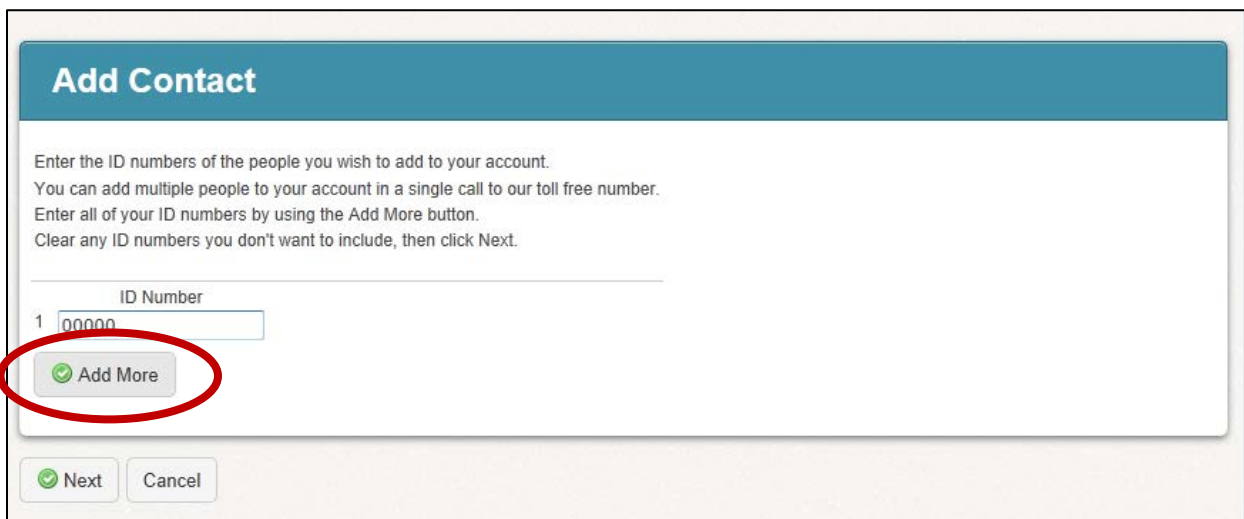
4. Select the '**Click here to begin**' button, then select '*I do not have an Activation Code and want to activate by phone*'. Click next.



5. You will be prompted to enter your child's ID number or your FHSD Employee ID number (if staff member). If you have more than one student, click the **Add More** button and enter in the additional child's ID number. (You can get the student ID from the main office at your child's school).

*If you are a FHSD Employee and parent of a FHSD student, enter your employee ID number and the ID numbers of your children, to create one account. Click the **Add More** button to add as many fields as needed.

Click next.



- Follow the instructions on the Phone Activation page to call in and activate your account. You will need to be able to call into the system from the phone number associated (your home phone number) with your child's student record or your employee record.

SchoolMessenger Francis Howell School District
My Account | Help | Logout

Phone Activation

People to Add: The person with the following ID Number can be added by following the confirmation steps below.
98765 54321

Confirmation Steps: You must follow these steps within **24 hours** to add the above person to your account.

[Print this page now](#)

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- 234

If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.

Step 2. Call **(855) 201-1384**

Step 3. When prompted, select option 2.

Step 4. When prompted, enter this activation code **615248**

Step 5. When the call is complete, log back into your Contact Manager account to edit your notification preferences.

[Back](#) [Done](#)

- When the call is complete, log back into your Contact Manager account to edit your contact preferences. On the Messages Screen, you can play back and read previous notifications.

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My Account | Help | Logout

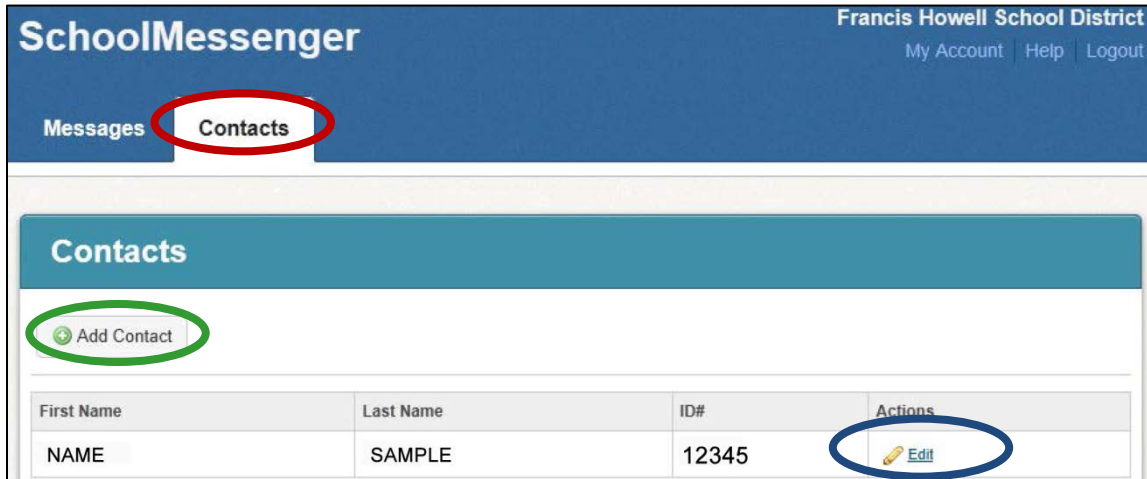
Messages **Contacts**

Messages from the last 30 days

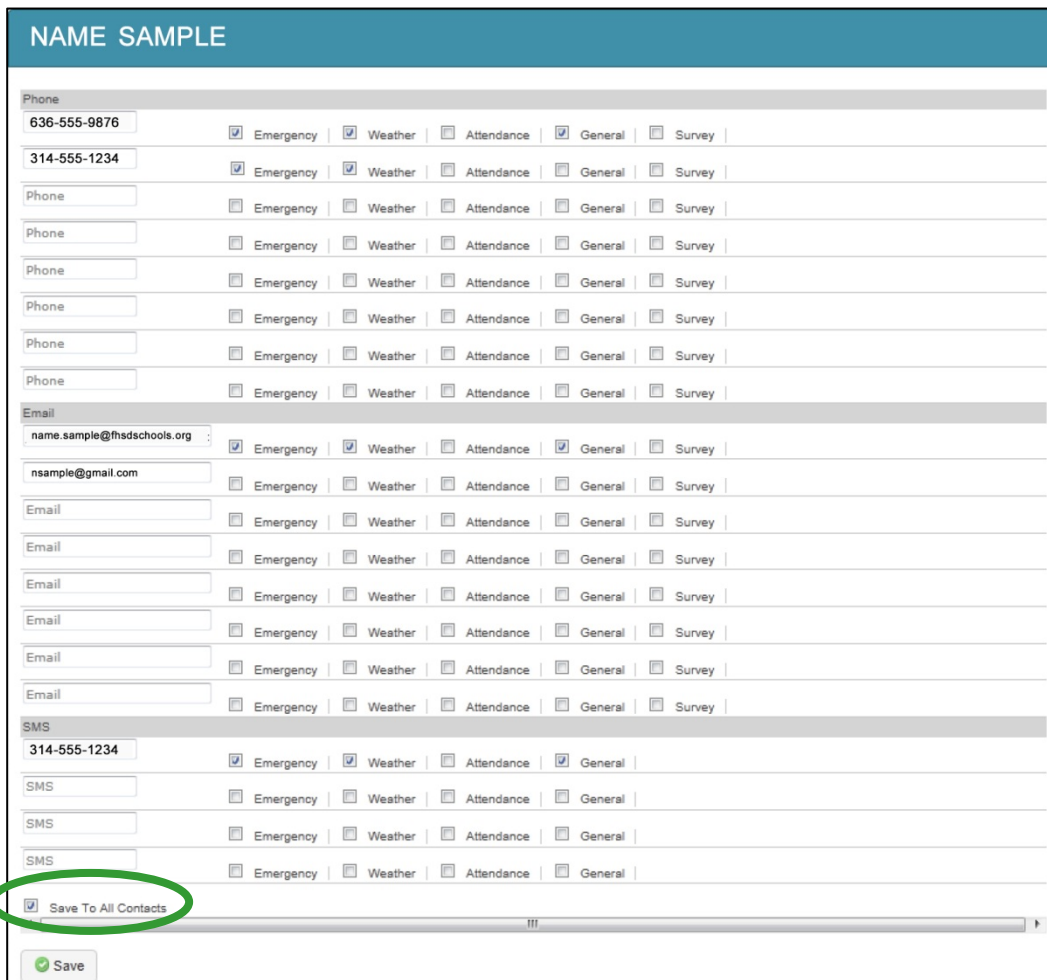
NAME SAMPLE

Date	Broadcasts Name	Sent By	Actions
Jan 2, 2014	Weather Cancellation - 1/2/14	FHSD Communications	Play Read Email Read SMS

- Navigate to the **Contacts** tab and click the **Edit** link to the right of your child's name or your name. If there are other parents/guardians or children you would like to add to your account, but didn't do so in the initial sign up process, you can add them here by clicking on the **Add Contact** button.



Once you have your preferences set up, you have the option to save your preferences to all your contacts (i.e. yourself, spouse, child 1, child 2, etc.), by checking the **Save to All Contacts** box at the bottom of the page. Make sure to click **Save** when you are done making changes.



If you experience any difficulties in signing up, please send an email to communications@fhdschools.org. Thank you for signing up!

