

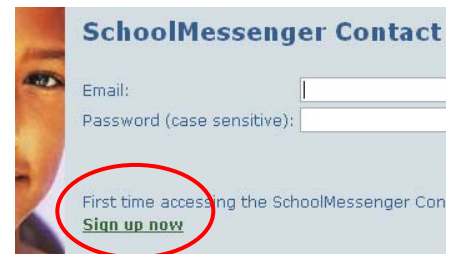
## Contact Manager

The **SchoolMessenger Notification System** helps Early ISD provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. SchoolMessenger's **Contact Manager** is a web site that allows you create your own contact preference profile. **The Contact Manager allows you to control the ways in which you prefer to receive school notifications.** You can choose what messages you receive and where you receive them. **Contact Manager also works like a mailbox, giving you a place to review messages you may have missed.** Any messages which have been sent to you in the last thirty days will be available for review in your Contact Manager account.

### STEPS FOR SETTING UP YOUR CONTACT MANAGER ACCOUNT

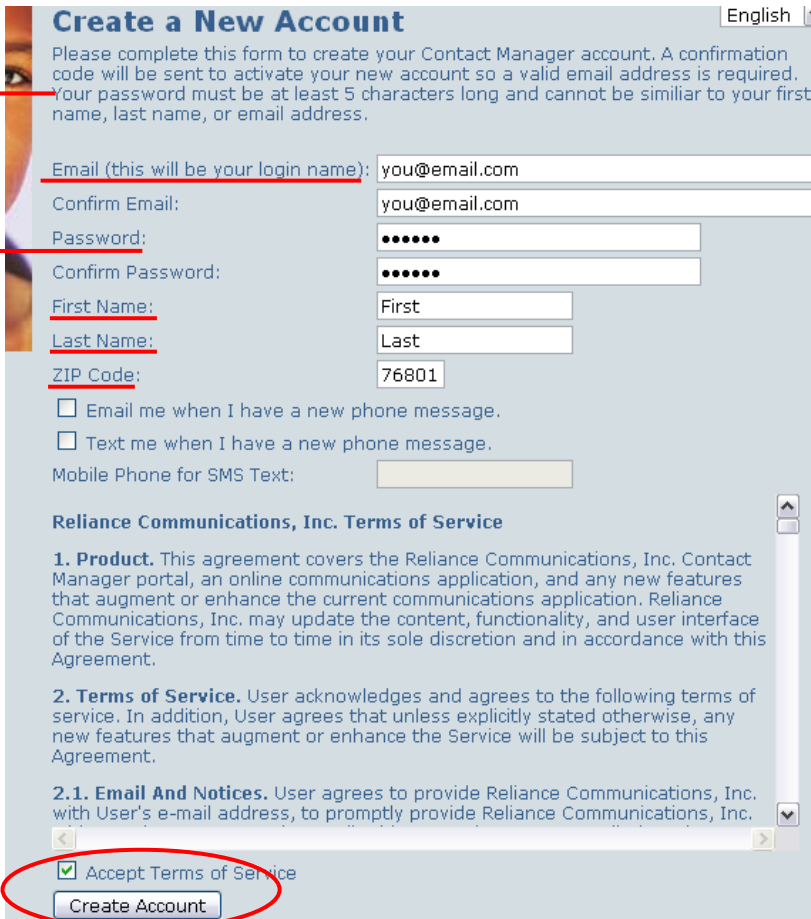
**Before you begin**, make sure you have **the student ID number** and **Activation Code** so that you can associate your contact information with your new Contact Manager account. **Your student's campus office will provide you with this information after you submit a completed Contact Manager Access Form (you must complete a separate form for each child you wish to have on your account).**

- 1. CREATE A NEW ACCOUNT:** <https://contactme.schoolmessenger.com>  
Click the **"Sign up now"** link near the bottom of the page.  
Enter your **email address, password, name, and zip code.** No need to set up phone/email/text – you can set these preferences after you login. Click **"Accept Terms of Service" & "Create Account"** to finish.



- 2. ACTIVATE YOUR ACCOUNT:** Check your email. There will be an Account Activation email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to activate your account. This link will take you to a **confirmation page** where you must enter your password in order to activate your account.  
After you have activated your account, you can **Login, add students** to your account, and **set notification preferences.**

**NOTE:** If you have more than 1 student attending Early ISD, you will be able to add them all to the same Contact Manager account.



3. **LOGIN:** Go to <https://contactme.schoolmessenger.com> and enter your **Email & Password**. Click the **“Sign In”** button. *FORGOT? Use the “Forgot your password? Click Here” link.*

4. **CONTACTS – ADD STUDENTS:** On the **“Contacts”** tab, click **“Add a Contact”**. Enter the **Student ID# & Activation code**. *Your student’s campus office will provide this information after you submit a completed Contact Manager Access Form (you must complete a separate form for each child you wish to have on your account).*

5. **CONTACTS – SET CONTACT PREFERENCES:** On the **“Contacts”** tab, click **“EDIT”** to set Notification Preferences.

Set your contact preferences for each category.  
**NOTE: you MUST designate an EMERGENCY phone number AND an ATTENDANCE phone number.**  
**“OFFICIAL”** Contact information can only be changed by the campus office.

Contacts			
Add A Contact			
First Name	Last Name	ID#	Actions
KID	JONES	004321	<a href="#">Edit</a>
CHILD	JONES	001234	<a href="#">Edit</a>

Phone								
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	Cafeteria Balance	General	Survey	
Phone 1 <b>(Official 1)</b>	(325) 646-6789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2 (Phone - other 1)	(325) 642-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3 <b>(Official 2)</b>	(325) 642-6789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Phone - other 2)	(325) 646-9876	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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	Cafeteria Balance	General	Survey	
Email 1 (Email 1)	you@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email 2 (Email 2)	other@woohoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SMS								
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	Cafeteria Balance	General	Survey	
SMS 1 (Cell 1 - for text msg)	(325) 642-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SMS 2 (Cell 2 - for text msg)	(325) 642-5678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

**Save**

6. **MESSAGES:** Any messages that have been sent to you in the last 30 days will appear in the “Messages” tab.

#	Date	Job Name	Sent By	Actions
1	Nov 10, 2010	PTC meeting (Copy 1)	EPS Office	<a href="#">Play</a>
2	Nov 10, 2010	PTC meeting 2nd run	EPS Office	<a href="#">Play</a>
3	Nov 9, 2010	PTC meeting	EPS Office	<a href="#">Play</a>
4	Nov 1, 2010	test	EPS Office	<a href="#">Play</a>
5	Nov 1, 2010	test 2	<a href="#">EPS Office</a>	<a href="#">Play</a> <a href="#">Read Email</a> <a href="#">Read SMS</a>

7. **MY ACCOUNT:** Click on “My Account” to update/edit your account information.

**NOTE: PREFERENCES for EMAIL & TEXT MESSAGES--**  
**Be sure to check “Email me when I have a new phone message.” & “Text me when I have a new phone message.”**  
**if you would like to be notified that a Voice Message has been sent.**

ary Independent School District  
[My Account](#) | [Help](#) | [Logout](#)

### Account Information

[Save](#) [Change Email](#) [Cancel](#)

**User Information**

Account Info:	Email:	you@email.com
	First Name:	<input type="text" value="First"/>
	Last Name:	<input type="text" value="Last"/>
	ZIP Code:	<input type="text" value="76801"/>
	*Old Password:	<input type="password"/>
	*New Password:	<input type="password"/>
	*Confirm New Password:	<input type="password"/>

\*Only required for changing your password

Preferences:	Change Interface Language:	<input type="text" value="English"/> <input type="button" value="v"/>
	<input checked="" type="checkbox"/> Email me when I have a new phone message.	
	<input checked="" type="checkbox"/> Text me when I have a new phone message.	

Mobile Phone for SMS Text:

[Save](#) [Change Email](#) [Cancel](#)