

Activating your Contact Manager account to control SchoolMessenger Notifications

The Manchester Public Schools now uses the SchoolMessenger notification system to communicate with parents and staff about emergencies, school cancellations, and general announcements.

You may control the manner in which you are contacted for the different types of announcements using SchoolMessenger's Contact Manager web site. You may also enter any phone numbers on which you would like to receive text messages. Contact Manager also works like a mailbox, giving you a place to review messages you may have missed. Please note there is only one Contact Manager account for each student.

To activate your Contact Manager account, you must:

- Have a valid email address. If you do not have an email account, there are many sources of free email accounts including the following:

Gmail: <https://accounts.google.com/SignUp?service=mail>

Hotmail: <http://windows.microsoft.com/en-US/hotmail/get-started>

Yahoo mail <https://login.yahoo.com/>

- Know your employee number (for employees) or your student number (for parents). Parents can obtain the student's number from the school secretary or teacher. The employee number is on each paycheck or it can be accessed through MUNIS Employee Self Service on the Employee Profile page. Instructions on the use of Munis Self Service were emailed to all employees by Karyn Bennet on Fri 11/16/2012 at 3:11 pm.
- Be able to call from a phone number that is contacted by SchoolMessenger.

Follow the steps below to activate your account on SchoolMessenger's secure Contact Manager web site.

1. Go to this web address <https://contactme.schoolmessenger.com/newportaluser.php?u=manchesterct>
2. You will be taken to the Contact manager Create a New Account page where you will need to enter a valid email address, a password, your name, and zip code. You will use your email address and the password you enter here to sign in later. Check the **Accept Terms of Service** box and click **Sign Up** when you are done.
3. Check your email. There will be an Account Activation email from 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.
4. Once you've activated your account, you next need to add yourself to your account. Click the, "Click here to begin" button. Select the option that says, "I do not have an Activation Code and want to activate by phone," and click Next. Parents enter your student's ID number(s). Employees enter your employee number with an "E" at the end.
5. 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 a phone number associated with your student or employee number.
6. When you have activated your account, navigate to the *Contacts* tab and click the edit link to right of your name. There you can check which types of messages you would like to receive and at which phone number or email address. You may also add up to four phone numbers at which you would like to receive text messages. Make sure that you click **Save** when you are done making changes.
7. The phone numbers and email addresses in School Messenger are downloaded from district databases each night. To change the phone numbers or email addresses, parents should contact the school and employees should log into MUNIS Employee Self Service (<https://selfserve.townofmanchester.org/MSS/login.aspx>)

To log into Contact Manager in the future, go to <https://contactme.schoolmessenger.com/>.

Thank you for signing up and we hope you enjoy the SchoolMessenger Contact Manager!