# St. Johns County School District

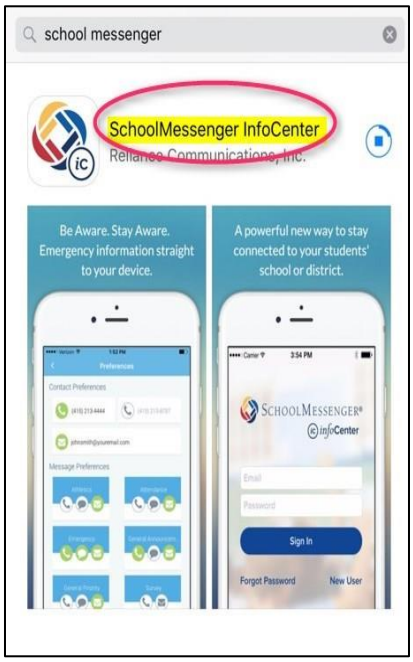
## SchoolMessenger App

In SchoolMessenger, each Parent/Guardian can have up to four phone numbers associated with their email address.

<u>If you need to add, update, or remove phone numbers in SchoolMessenger, please contact your child's school.</u>

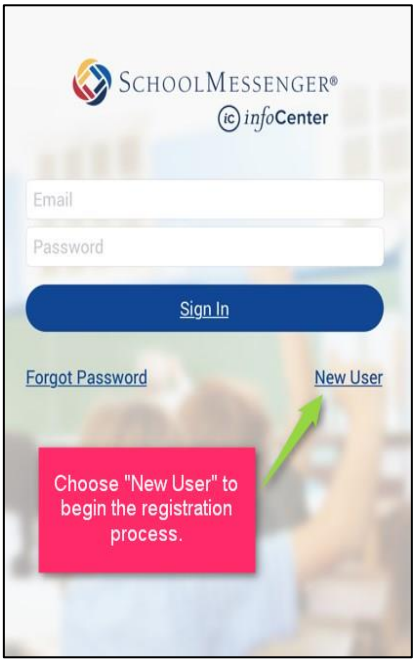
Step 1:

Download the **School Messenger InfoCenter** App from your App Store. (Please note: there are two apps with similar names. You want to choose the one that states "InfoCenter").




Step 2:

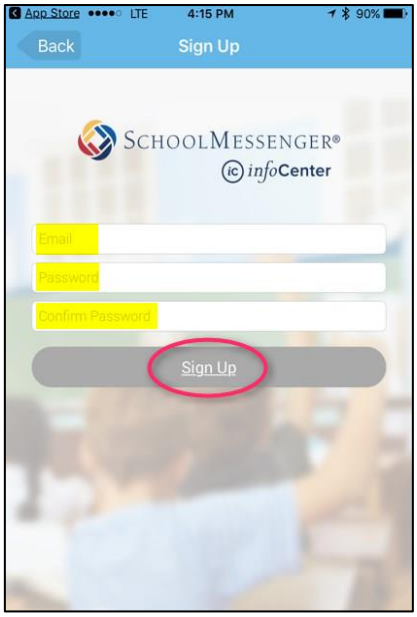
Click on **New User** to register for the first time.

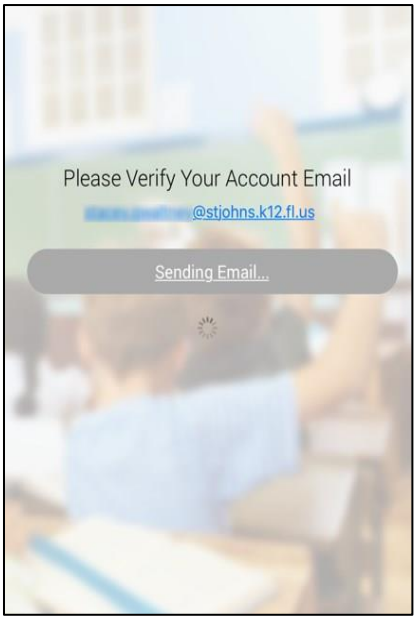



Step 3:

Enter the email address, you have provided to your child's school, and create a password. Confirm the password by entering it a second time. Once the passwords match, click **Sign Up**.

Once you have successfully entered your email address and password, you will be sent an email verification.



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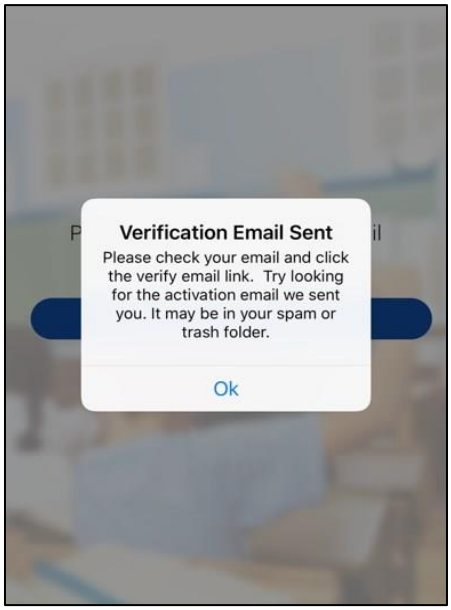
Login to your email to verify your account.

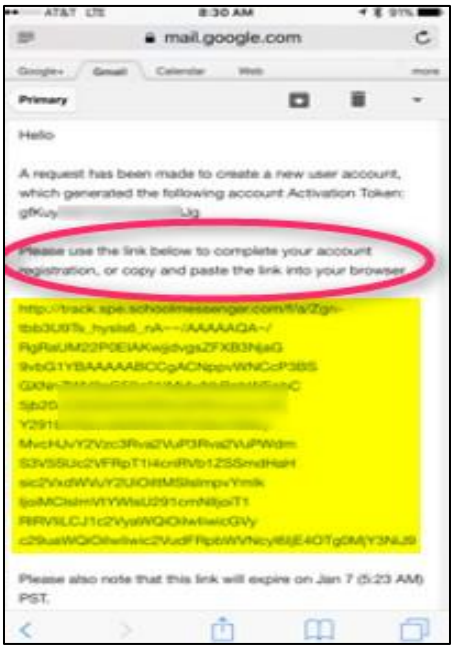


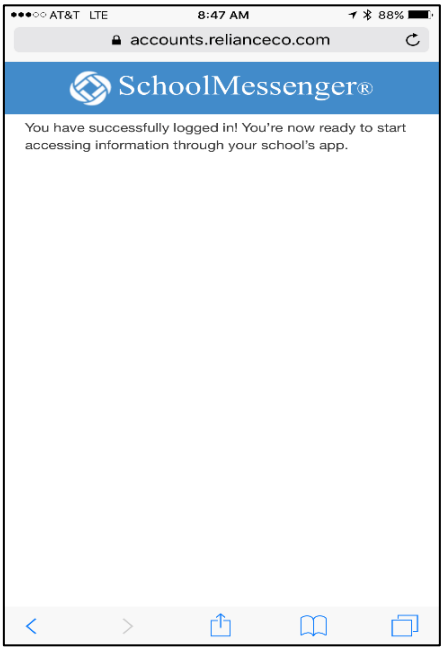
Step 4:

There will be a “hyperlink” for you to click on to complete the registration process.

- If you cannot see the email, check your junk, clutter or spam folders.
- If the hyperlink is not fully underlined or highlighted in your mail program (which we have seen happen on iPhone), you may need to copy and paste the entire hyperlink into your web browser before it will work.

Once the registration is complete, you should receive this message. You can now log in through the app on your mobile device.



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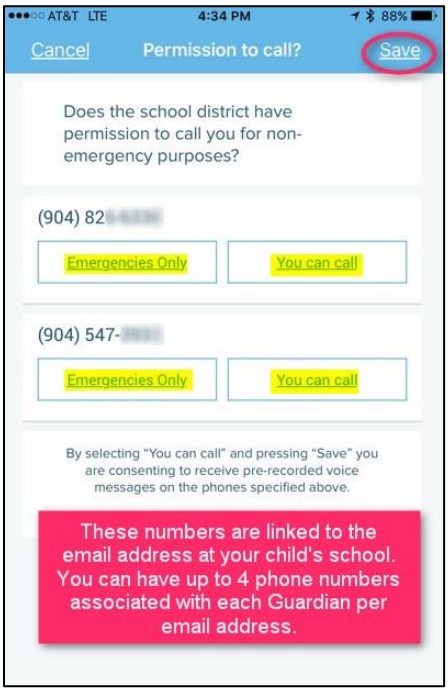
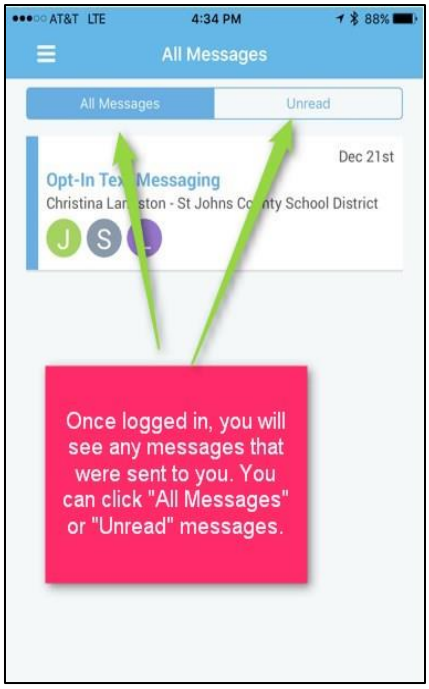
SchoolMessenger App

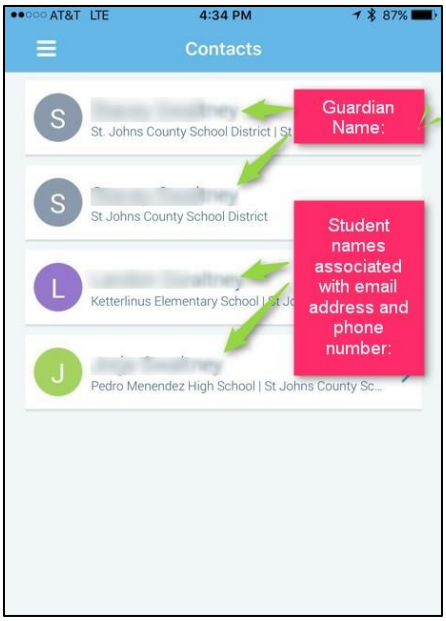
Once you login, you should receive a message that looks like this. These are the numbers that are associated with your account, which is linked to you by your email address. If the numbers are not accurate, please contact your child's school to have your information updated.

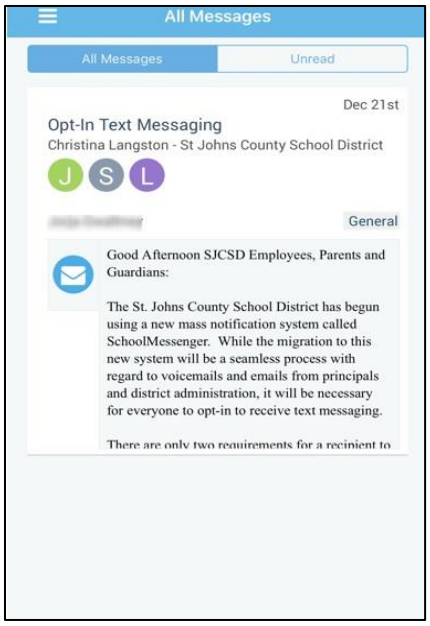
You can choose "*Emergencies Only*" or "*You can call*" by clicking on the option that best suits your need.




This is how a messages will appear on the app.



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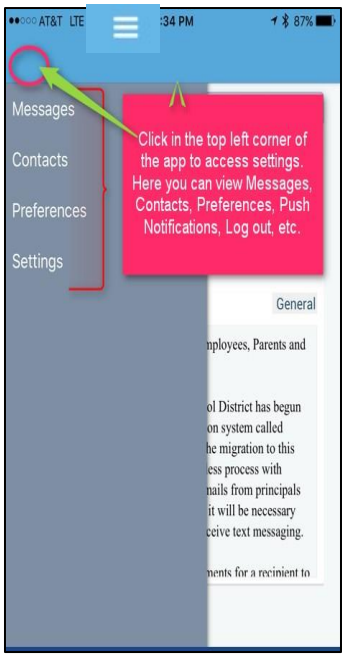
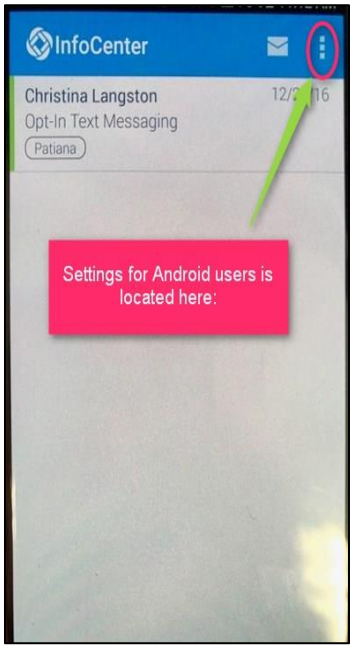
SchoolMessenger App

Click **Preferences**.

Here is where you can choose which messages get delivered to each of the phone numbers associated with your account. You can click on the phone number or **Preferences** in the menu.

You can choose how you would like to receive messages for each of the preferences listed. Ex: Text only, phone call, etc.






Once preferences are selected, they will appear in blue. You can update or make changes at any time by returning to the settings area within the app.

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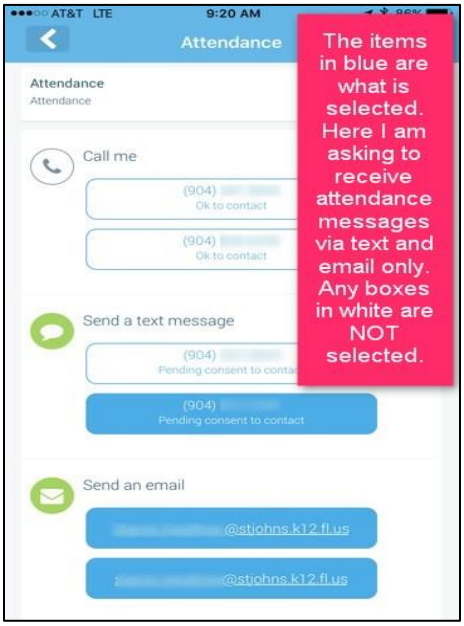


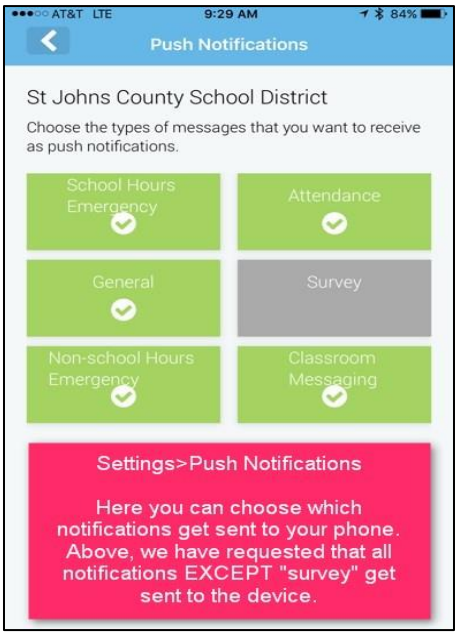


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