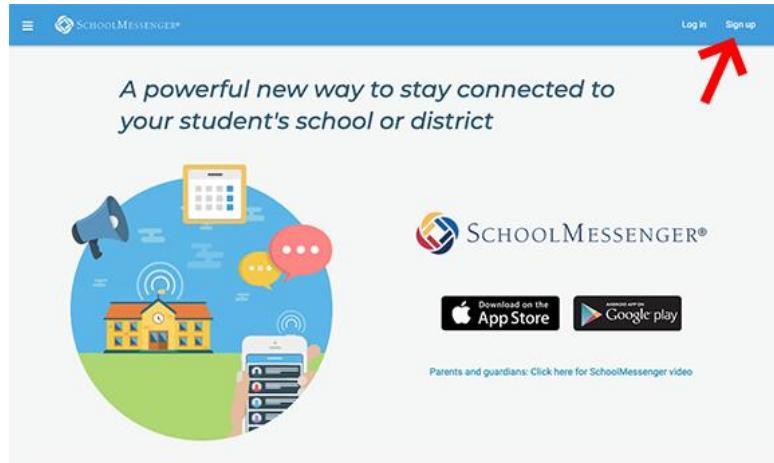




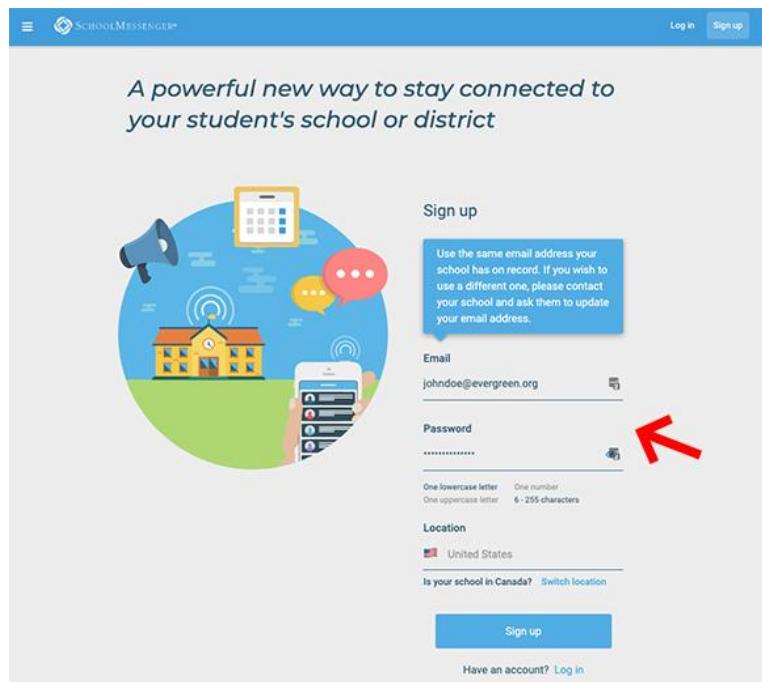
## School Messenger Help Guide

### 1. Visit

go.schoolmessenger.com to sign up. You can also download the app from here.



2. Sign up using the email address we have on file for you in our system. Students can sign up with their school email. If you are unsure of the email we have on file it would be the same email used for FinalForms.

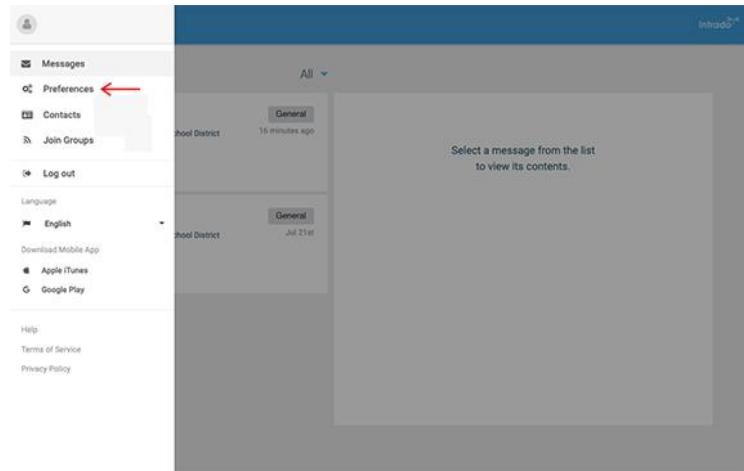


3. You will then be prompted to check your email to verify your account.

4. When you log in the first time you may see a screen that asks for permission to call you. This will allow your phone number to be used for non-emergency calls like weather delays, cancellations and district updates. We highly recommend you select “Yes”.

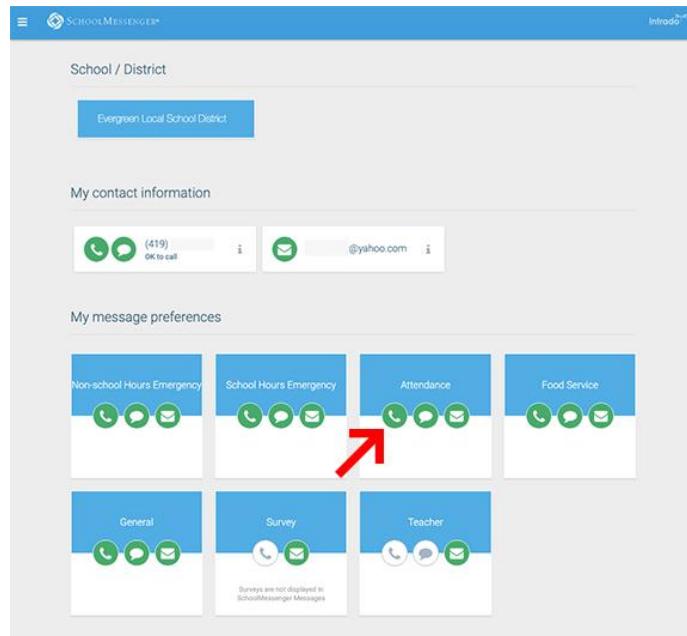


5. Now you are ready to set preferences. You will click the 3 bars on the top left and select “Preferences” from the menu.

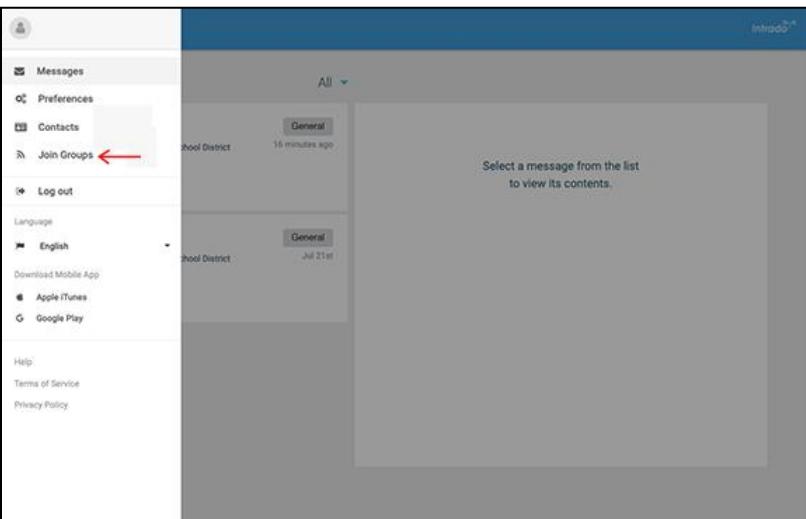


6. After clicking on “Preferences” you will be able to customize the way you would like to be contacted for each category. *Note - You cannot turn off the phone option for emergency categories.*

If you would like to change your phone number or email please update this in FinalForms or call us to update this information.



7. Now you are ready to join groups. Teachers and coaches will be communicating with you what their join code is for you to be able to join their groups. Click the 3 bars on the top left and select “Join Groups.”



8. Once on the Join Groups page click on the “Join Group” link and you will then be prompted to enter the code of the group you are joining. You can join as many groups as you need.

Join Group

Type your group access code:

54D689

You will be able to send messages to this group upon approval of the group owner.

**Don't have a code?**  
Please ask the teacher to share with you the access code for the group you are trying to join.

[Cancel](#) [Join](#)

9. Now you are all set! You will see district alerts like cancelations and delays, messages from your teachers and coaches all in one place. When you have a new message you will see a notification on the top right and also, any message with a blue line next to it is considered new or unread.

