

PARENT GUIDE - SIGN



UP

We are asking at least **one parent per household** to sign up for the SchoolMessenger communication app that is being supported throughout the Upper Grand District School Board. **YOU WILL ONLY NEED TO SIGN UP ONCE.** Each school year, your account will be connected to your child's new classroom teacher, therefore, if you registered previously, you don't need to take any further steps.

There are 3 ways to use SchoolMessenger:

Apple, Android or Web-based in your internet browser.



STEP 1: Go to <http://go.schoolmessenger.com> to download the SchoolMessenger mobile app for **Apple** and **Android** devices. You may register using the desktop version or on the app.

STEP 2: Click  Sign up

STEP 3:

Register using your primary email address and a secure password of your choice.

STEP 4: Check **your** Email! A verification has been sent. **CLICK ON THE LINK.**

Hello

A request has been made to create a new user account.

Please use the link below to complete your account registration, or copy and paste the link into your browser.

<https://go.schoolmessenger.ca/#/account/processtoken?token=96NPQPfkOgSMVuLCVZoZEg>



Click on this link.

STEP 5: CONFIRM OR ADD your PHONE NUMBER. This number must match the school's records for your home contact information.

OPTION 1 : CONFIRM

Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(226) [redacted] Is it ok to call this phone number? ▾

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

Cancel Save

OPTION 2: ADD

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Call me with a verification code

Text a verification code to me

Cancel Send Code

Option 1: CONFIRM - If your phone number already appears in SchoolMessenger, simply **select “yes” and SAVE** - You are ready to use SchoolMessenger!

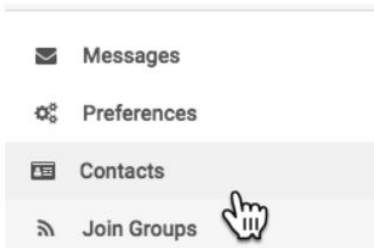
Option 2: ADD - If you need to add your phone number, be sure to add the phone number that is the **STUDENT’S HOME CONTACT** Phone Number.

Then - **SELECT “Call me with a verification code”**. You will receive a phone call with a verification code. **Enter this code into SchoolMessenger & You are ready to use SchoolMessenger!**

STEP 6: Click “Join Groups”.

Select your child’s class from the list of available classes.

To Confirm - **Click “Join Group”**



Please note: You may not need to ask to join the group, as you may be automatically added. If this is the case, you should see your child's class appear under "Manage Groups".

