



# Setup Guide for Parents

Follow the steps outlined in this guide to properly configure and setup School Messenger. This will allow you to receive district and school alerts including closings, delayed openings, and early dismissals.

## Step 1: Navigate to the School Messenger Website

Direct your browser to [go.schoolmessenger.com](https://go.schoolmessenger.com)

## Step 2: Sign Up for an Account

Once you have navigated to the School Messenger website, click the “Sign Up” link at the top of the webpage:



**Enter the email address on file with the district in the username/email field.** This is very important. If you use a different email address other than the one we currently have on file, you will not be able to set up your account. Choose a password following School Messenger's complexity requirements:

*A powerful new way to stay connected to your student's school or district*



**Sign up**

Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.

Email

\_\_\_\_\_

Password

\_\_\_\_\_

One lowercase letter    One number  
One uppercase letter    6 - 255 characters

Location

US United States

When finished, click **“Sign Up”**. You will receive an email confirmation from School Messenger. If you do not see a confirmation email in your inbox, please check your

Account Activation    Inbox x

support@accounts.schoolmessenger.com    Unsubscribe    Sep 19 (3 days ago) ☆

to me ▾

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://accounts.relianceco.com/#/processtoken?token=pUNOxm\\_XRkKYn\\_8O2FBX3A](https://accounts.relianceco.com/#/processtoken?token=pUNOxm_XRkKYn_8O2FBX3A)

Please also note that this link will expire on Sep 20 (10:02 AM) PDT.

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.

trash and spam folders. Click the link contained in the email to fully activate your account:

### Step 3: Configure Your Notification Preferences

After activating your account, you will be signed into the School Messenger website. The first time you log in, you may or may not see the following pop-up message:



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

(908) 879-5212

By selecting yes and

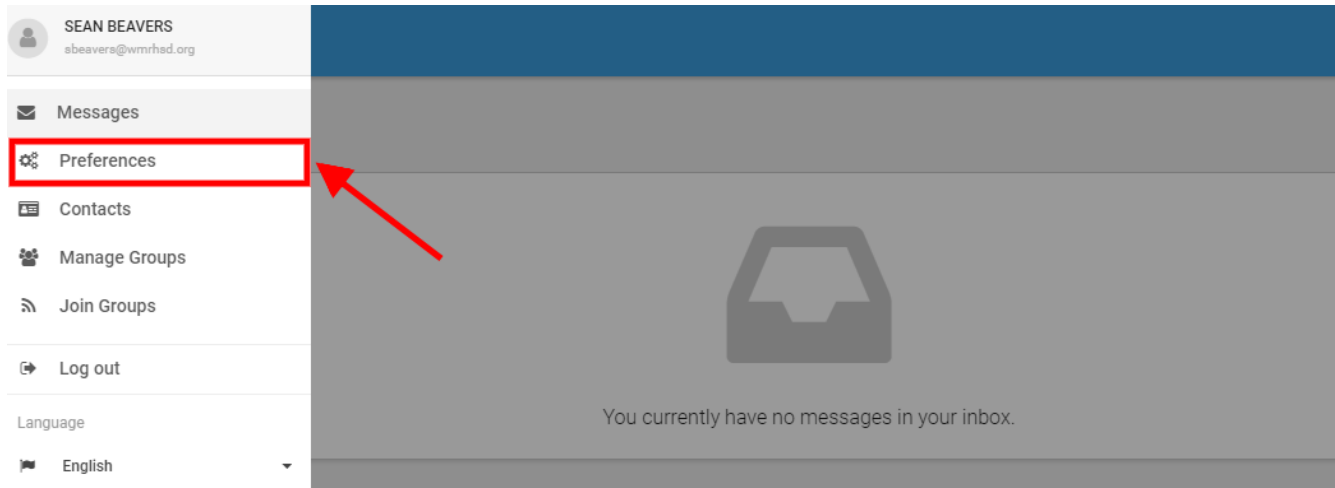
Is it ok to call this phone number?	▼
Is it ok to call this phone number?	
<b>Yes, it's ok to call me at this number</b>	
No, call me for emergencies only	

recorded voice messages.

Cancel	Save
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If this pop-up message does appear, use the drop-down menu and select “**Yes, it's ok to call me at this number**” and click “**Save**”.

You will now be presented with the main School Messenger web page. Click the menu button in the top left-hand corner. Select **“Preferences”**:



At the top of the preferences screen, you will see the name of the district and the contact information we currently have on file.

**\*\*Important: All contact information contained in School Messenger is pulled directly from PowerSchool**

In order to enable text message notifications, click on the phone number listed under **“My contact information”**:

School / District

West Morris Regional High School District

My contact information

(908) 879-5212  
OK to call

sean@seanbeavers.net

On the next screen, you can enable text message notifications for specific message types. **It is recommended to enable text message notifications for “Non-school Hours Emergency” and “School Hours Emergency”**. Click on the checkbox next to **“Send text”** to enable text message notifications.

My Phone

(908) 879-5212

It's OK to call this phone | Change

I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from West Morris Regional High School District, and how you want to receive them.


Non-school Hours Emergency	School Hours Emergency	Attendance	General
<input checked="" type="checkbox"/> Call me <input type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input type="checkbox"/> Send text



Check to make sure **“it's OK to call this phone”** appears next to your number under **“My Phone”**. If not, click **“Change”** and select **“Yes, it's ok to call me at this number”**. When finished, click **“Save”** at the bottom of the screen.


If you wish to add an additional phone number, click the green plus sign and select **“Add a phone”**:

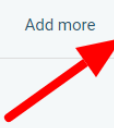
School / District

West Morris Regional High School District

My contact information Add more 


  (908) 879-5212  
OK to call ✕

 sean@seanbeavers.net ✕



## Add a phone number to your account

Phone Number

(XXX) XXX-XXXX 

Can you receive text messages on this phone?

Yes

No

By saving, I agree to receive pre-recorded voice messages on this number.

Enter your phone number and indicate whether you can receive text messages on this phone. Click **“Save”** and School Messenger will ask you if you want to configure your message preferences for that particular number.

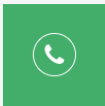
Your phone has been added

Would you like to set your message preferences for  
[REDACTED] ?

NO

YES

### My Phone



It's OK to call this phone | [Change](#)  
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from West Morris Regional High School District, and how you want to receive them.

#### Non-school Hours Emergency

- Call me
- Send text

#### School Hours Emergency

- Call me
- Send text

#### Attendance

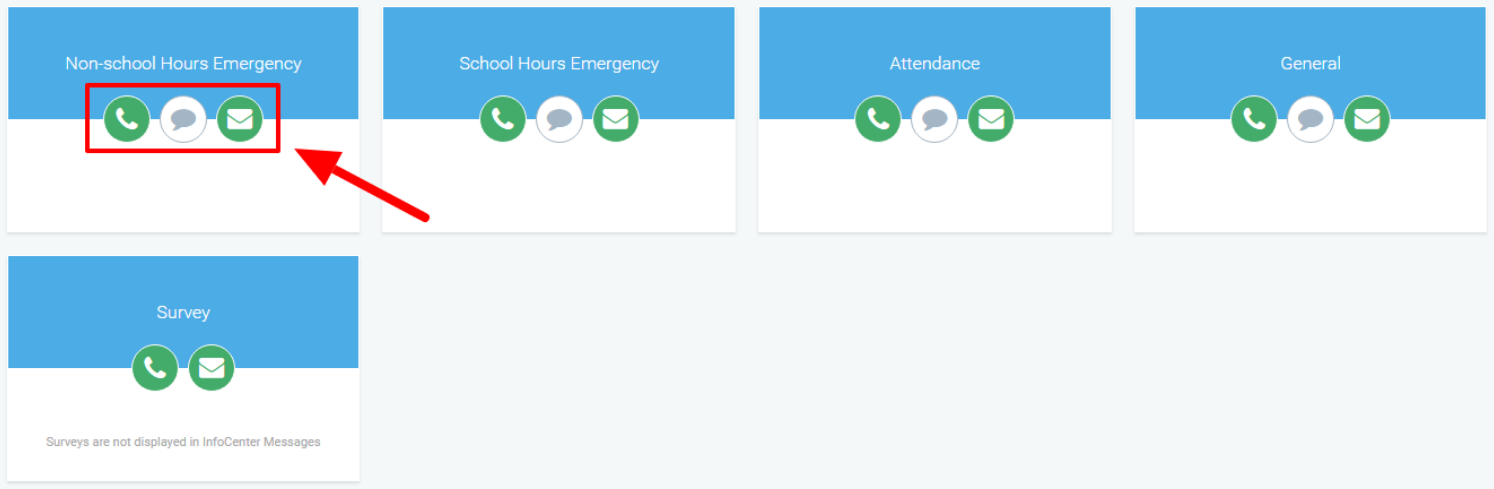
- Call me
- Send text

#### General

- Call me
- Send text

Last but not least, you can also configure your notification preferences by clicking on the message type under “**My message preferences**”:

My message preferences



Select whether you would like to receive a call, text, email, or all three:

**Non-school Hours Emergency**  
Emergency notifications sent before or after school hours

Phone call  
(908) 879-5212 OK to call

Text message  
(908) 879-5212

Email  
sean@seanbeavers.net



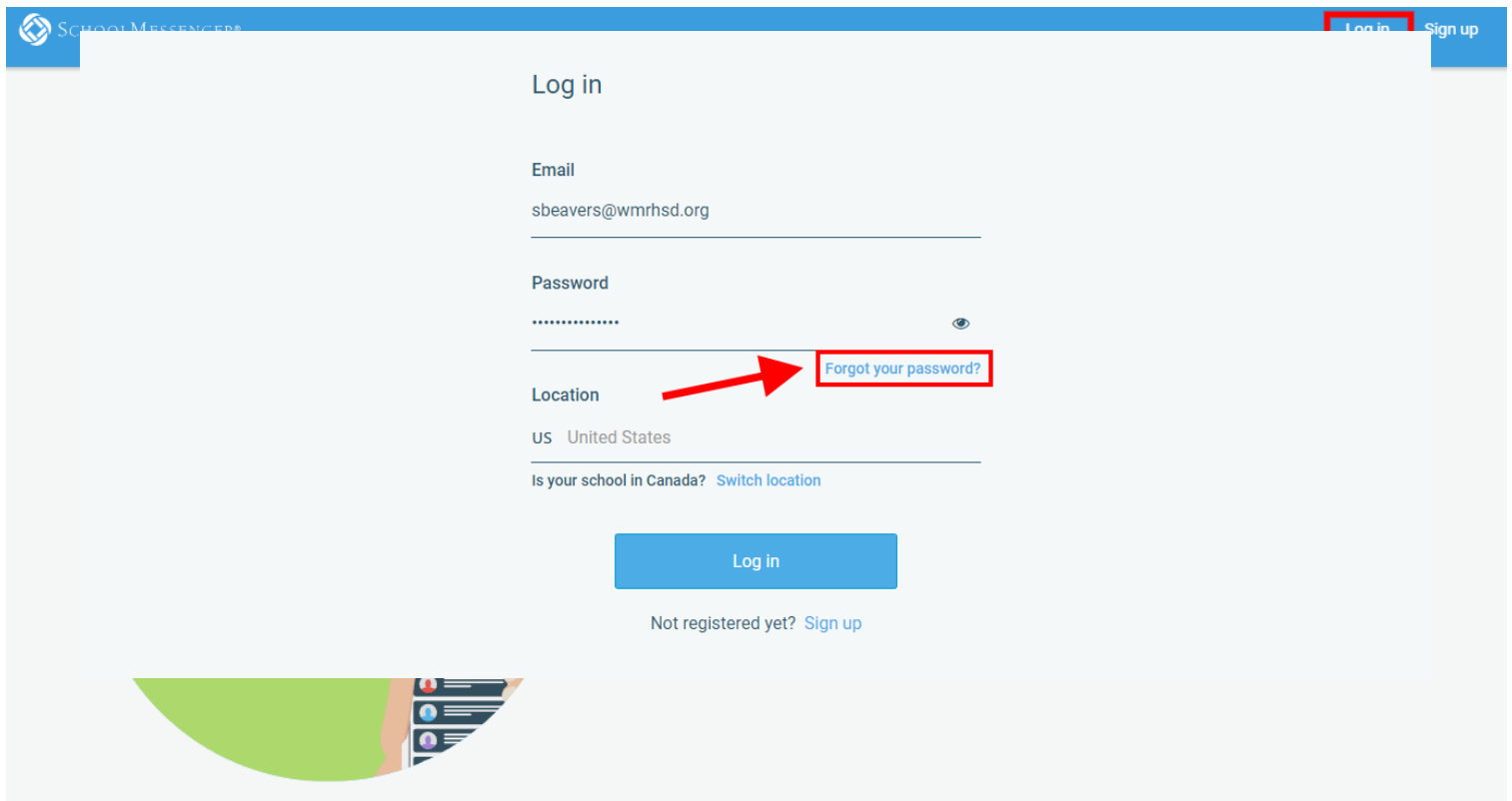
Click **Save** to save your changes.

Your School Messenger account should now be fully setup and configured.

## Password Reset or Lost Activation Email

If you accidentally misplace your activation email or need to reset your password, you can use the **Forgot your password?** link which can be found by clicking the **Log In** link on the School Messenger homepage:

Below the fields where you enter your username/email address and password click the **Forgot your password?** link:



The screenshot shows the School Messenger login page. At the top right, there are links for "Log in" and "Sign up". The main content area is titled "Log in" and contains the following fields:

- Email:** sbeavers@wmrhdsd.org
- Password:** A field with masked characters (dots) and a toggle icon for visibility.
- Location:** US United States

Below the location field, there is a link that says "Is your school in Canada? Switch location". A red arrow points to a link labeled "Forgot your password?" which is enclosed in a red rectangular box. At the bottom of the form is a blue "Log in" button. Below the button, it says "Not registered yet? Sign up".

Enter your email address to reset your password and or receive an account activation email:

## Forgot password

Please enter your email address. We will send you an email with instructions to reset your password.

Email

Submit

[Return to Log in](#)

***\*\*If you have any issues creating your account or changing your notification preferences, please send an email to [kswift@wmrbsd.org](mailto:kswift@wmrbsd.org) and we will reply promptly.***