

# Creating an Account in the NISD School Messenger Contact Manager

**HAVE IT YOUR WAY!** Now you can choose how to receive notifications from your child's school: on your home phone, your cell, via text or e-mail. **IT'S YOUR CALL!** Have alerts sent as text messages and calls from your Principal sent to an additional phone number! To receive information through the new NISD **SchoolMessenger** system, take a few minutes to create a **contact preference profile** using the secure, on-line **Contact Manager**. All you need is a valid e-mail address, the telephone that is on file with the school, and your student's ID number. Your student's ID number can be found on his/her report card.

## Steps for setting up your NISD Contact Manager account:

1. From the *NISD Homepage*, click the **PARENT CONNECTION** button.
2. In the *Contact Manager box*, click the **Create Account** button. You will be taken to the Sign In page.
3. Select **Sign Up Now**.
4. Enter a **valid e-mail address, password, your name**, and enter the **Captcha text**. Select **Sign Up**.

The image displays two screenshots of the SchoolMessenger Contact Manager interface. The top screenshot shows the 'Sign In' page. It features a header with the SchoolMessenger logo and the title 'Contact Manager'. On the left is a photo of a woman and a child. On the right are input fields for 'Email' and 'Password', with a note that passwords are case-sensitive. A 'Sign In' button is present, along with a link for 'Forgot your password? Click Here'. Below this, a link for 'Sign up now' is highlighted with a red box. The bottom screenshot shows the 'Create a New Account' page. It has the same header and photo. The form includes fields for 'Email', 'Confirm Email', 'Password', 'Confirm Password', 'First Name', and 'Last Name'. A Captcha image is shown with the instruction 'Enter the words above'. A 'Sign Up' button is at the bottom right, and a 'Return to Sign In' link is at the bottom left. Both screenshots include a Norton Secured logo and copyright information for Reliance Communications, Inc. (1999-2013).

5. Check your e-mail for a message from **contactme@schoolmessenger.com** which contains a confirmation code.
6. Click the link in the e-mail to go to a web page and enter BOTH your **CONFIRMATION CODE** and the **PASSWORD** that you created in step 4. (the confirmation code will automatically generate in the username field)
7. Select **CONFIRM**.

8. Select the option: **I do not have an Activation Code and want to activate by phone.**
9. Click **NEXT**.

10. To add a student, enter his/her student ID number. You can add multiple students at this time by simply clicking the **ADD MORE** button (Your student's ID number can be found on his/her report card).
11. You will be taken to a page that gives you a numerical **PHONE ACTIVATION CODE**. **WRITE IT DOWN!**
12. To activate your Contact Manager account, **YOU MUST CALL FROM THE PRIMARY PHONE NUMBER THAT IS ON FILE WITH THE SCHOOL**. This phone activation step is a safety measure, similar to activating a credit card.
13. Call the number displayed on the screen, follow the voice activated prompts, and input the **PHONE ACTIVATION CODE**.

