


Edit Your Account in the NISD School Messenger Contact Manager

When you have finished adding your child/children to your account and completed the phone activation, you are ready to **edit your contact details**.

1. From the *NISD Homepage*, click the **PARENT CONNECTION** button.
2. In the *Contact Manager box*, click the **Sign IN** link and log into your account.

When you first log in you will see a list of messages that have been sent in the last 30 days. If the message was an audio file you can listen to it by clicking **PLAY** in the *Actions* column.



Date	Broadcasts Name	Sent By	Actions
Sep 2, 2013	Jay SEA - Tailgate Party	JAY SUMPTER	Play Read Email Read SMS
Aug 27, 2013	Jay - Pre-AP - AP Night (Copy 1)	JAY SUMPTER	Play Read Email Read SMS

3. Click the **CONTACTS** tab. You will see a list of all students you have associated with your account.
4. Under the *Actions* column, click **EDIT**.



SchoolMessenger Northside Independent School District
My Account | Help | Logout

Messages **Contacts**

Contacts

[Add Contact](#)

First Name	Last Name	ID#	Actions
			Edit

Contact Methods

There are three contact methods for you to consider: **Phone**, **E-mail**, and **SMS**. Each section has blank fields that you can use to add information. You do not have to fill in each blank field.

The screenshot shows a web form titled "CONTACT INFORMATION" with a teal header. It is organized into three main sections: Phone, Email, and SMS. Each section contains five rows of input fields. Each row has a text input field followed by a series of checkboxes for different contact purposes: Emergency, Non-school Hours Emergency, Attendance, General, Low Cafeteria Account Balance, and Surveys. The "Emergency" checkbox is checked in the first row of each section. At the bottom of the form, there is a "Save To All Contacts" checkbox (checked) and a "Save" button.

Phone Section

The first three phone numbers listed are the numbers you have given to your child's school. The only way to update these numbers is to contact the school. There are two fields available for you to add additional phone numbers.

E-Mail Section

There are five fields available for you to add e-mail addresses, if you choose.

SMS Section

SMS is text messaging. There are five fields available to you to add mobile phone numbers if you want to receive text messages.

NOTE: Standard text messaging rates will apply.

Notification Selections

There are five columns for each section. Each column represents a type of notification that can be sent out. This is where you customize Contact Manager by selecting how you receive notifications from your child's school and the District.

<input checked="" type="checkbox"/> Emergency	<input checked="" type="checkbox"/> Non-school Hours Emergency	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Low Cafeteria Account Balance	<input checked="" type="checkbox"/> Surveys
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Emergency – these are notifications regarding emergency situations during school hours. *The system requires you to have at least one telephone number selected to receive these notifications.*

Non-school Hours Emergency – these are notifications regarding emergency situations that occur outside of school hours.

Attendance – these are notifications regarding attendance. *The system requires you to have at least one telephone number selected to receive these notifications.*

General – these notifications are usually specific to the campus or grade level and include things such as Prep Day information (High School), Back to School information (Middle School and Elementary), and Field Trip reminders.

Low Cafeteria Account Balance – receive a notification if your child begins charging in the cafeteria.

Surveys – questionnaire that is created by the campus or District.

Steps for Setting Preferences

1. Make phone, e-mail address, and mobile phone entries into the blank fields.
2. Check which types of messages you would like to receive, and at which phone number or e-mail address.
3. If you have more than one student, select **SAVE TO ALL CONTACTS**. You can still go into each student and make changes.
4. Click **SAVE**.

NOTE: *Contact Messenger is available 24/7. You can review messages sent and make changes to your notification preferences at any time.*