

Setting up a Contact Manager account

These instructions may be used to set up your Contact Manager account through SchoolMessenger. In order to complete the process, you will need the SchoolMessenger letter from your child's school with the student ID number and activation code.

1. Enter the following URL into your web browser:



The link is also available via the Parents tab of Calvertnet (click on "School Messenger")

2. Click the *Sign Up Now* link near the bottom of the page.

A screenshot of the SchoolMessenger Contact Manager sign-up page. The page has a header "SchoolMessenger Contact Manager" and a photo of a woman and a young girl. Below the photo are input fields for "Email:" and "Password:", a "Sign Up" button, and a "Forgot your password?" link. Below these is a "Sign up now" link. A black arrow points to the "Sign up now" link with the text "Click here".

3. You will be taken to the New Account page where you will need to enter a valid email address, a password, your name, and zip code. You'll use your email address and the password you enter here to sign in later. It is advised that you **DO NOT** check the boxes for *Email me* and *Text me* or enter your mobile phone number at this time—otherwise, you may receive duplicate messages. After reading the Terms of Service, check the *Accept Terms of Service* box, then click *Create Account* when you are done.

A screenshot of the "Create a New Account" page. The page contains instructions: "Please complete this form to create your Contact Manager account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be the same as your first name, last name, or zip code." Below the instructions are input fields for "Email:", "Confirm Email:", "Password:", "Confirm Password:", and "First Name:". Black arrows point to each of these fields with labels: "Enter a valid email address here", "Enter the password you want to use...at least 5 characters long and cannot be the same as your first name, last name, or zip code", "Enter your first name", and "Enter your first name".

check these boxes
 Enter your number here

Last Name: Enter your last name

ZIP Code: Enter your zip code

Email me when I have a new phone message.

Text me when I have a new phone message.

Mobile Phone for SMS Text:

Reliance Communications, Inc. Terms of Service

1. Product. This agreement covers the Reliance Communications, Inc. Contact Manager portal, an online communications application, and any new features that augment or enhance the current communications application. Reliance Communications, Inc. may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.

2. Terms of Service. User acknowledges and

Accept Terms of Service

Check this box

Click here

Sign up

4. Check your email. There will be an Account Activation email from contactme@schoolmessenger.com which contains a link to activate your account. Clicking on the first link will take you to a confirmation page where you must enter your password in order to activate your account.

Activate Account

You should have received an email containing your confirmation code. Please enter it in the box below along with your password.

Your confirmation code will already be here if you clicked the link

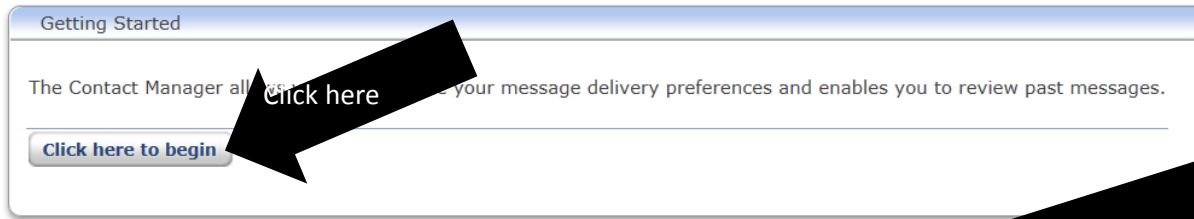
Confirmation Code:

Password: Enter your password

Click here

Submit

- Once you've activated your account, you're ready to add your child to your account. Click *Click Here to Begin* and enter your child's student ID and Activation Code, then click Add.



Add A Contact

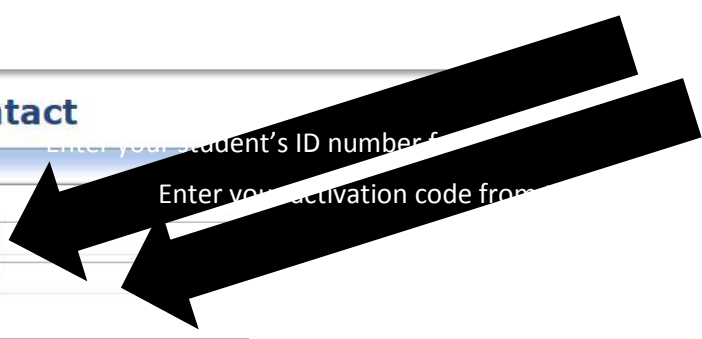
Add

Enter your student's ID number from the Student ID list

Enter your activation code from the Activation Code list

ID#

Activation Code:

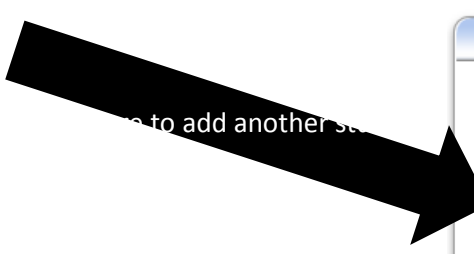


- At this point, if you have other children attending school in this district, you will be able to add them to the same Contact Manager account once you receive their Student ID and Activation Code. You can always do this later by clicking on *Add a Contact* from the Contacts tab.

Add A Contact

Add Successful

You have successfully added
Would you like to add another contact?



- When you have finished adding your child(ren) to your account, click on the *Contacts* tab and select *Edit*. Here you can enter phone numbers, email addresses, and/or SMS (text) numbers and check which types of messages you would like to receive for each. Please note: you will be required to receive emergency messages and attendance notifications for at least one phone number. Make sure that you click *Save* when you are done making changes.



Contact Preferences

Contacts			
First Name	Last Name	ID#	Actions
			Edit



Phone		Emergency	Non-school Hours Emergency	Attendance	General	School Flyers	Survey
Contact Type	Destination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email		Emergency	Non-school Hours Emergency	Attendance	General	School Flyers	Survey
Contact Type	Destination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 2	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 3	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 4	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 5	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS		Emergency	Non-school Hours Emergency	Attendance	General	School Flyers	Survey
Contact Type	Destination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 2	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

Enter phone numbers here

Enter email addresses here

Enter text message numbers here


Check this box to save this information for all students attached to this account

Check the types of messages you want to receive. Most messages sent from school will be General announcements. You must select at least one phone number to receive emergency and attendance messages.

Click here

- If you ever wish to make changes to your contacts or need to add additional children, simply go to the <https://contactme.schoolmessenger.com> site and use your email address and password to access your account.

SchoolMessenger Contact Manager



Email:

Password:

Passwords are case-sensitive.

[Forgot your password? Click Here](#)

First time accessing the SchoolMessenger Contact Manager? [Sign up now](#)