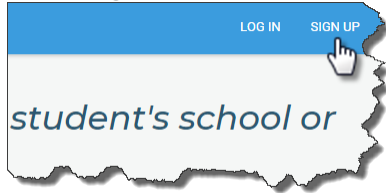


## JCD SCHOOL MESSENGER STAFF OPT-IN INSTRUCTIONS

School Messenger (SM) is the new phone, email and SMS messaging system utilized by Jac-Cen-Del Community Schools.

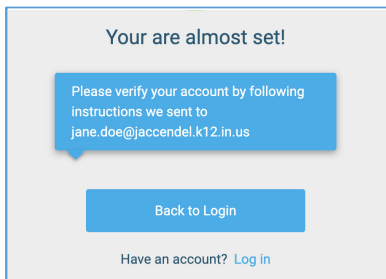
The following process will allow JCD staff to both enter appropriate contact information and opt in to receive important messages from Jac-Cen-Del Community Schools. This process is ONLY for staff that are NOT a parent of a JCD student. You can also download the [Blue] School messenger APP via android or apple devices to sign up for and receive messages from School Messenger.

1. Go to <https://go.schoolmessenger.com/>
2. Click **Sign Up**.



3. Enter your JCD Email address and preferred Password and click **Sign up**.

4. A message will return notifying you to go into your email and verify your account.

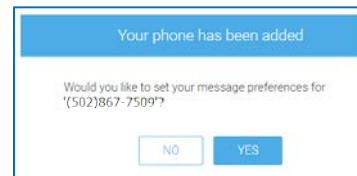


5. Copy and paste the link from your email into a browser. It will auto-populate your username and password.
6. Click **Log in**.

7. Click the 3 lines in the top left.



8. Select **Preferences** to update your contact information.
9. Your JCD email address may be the only item appearing on this screen.
10. Click **Add More** > **Add a phone** to add phone numbers.
11. Type in the phone number you wish to receive phone and SMS (text) messages on.
12. Click **Save**.
13. A box displays, indicating your phone has been added. Click **Yes** to update the preferences.



14. Click **Call me** and or **Send Text** next to *General, Non-School Hours Emergency* and *School Hours Emergency* and click **Save**.
15. Continue the above process to add any additional numbers. This process will both add the contact numbers and also opt you in to receive SMS text messages.