










INSTRUCTION FOR MANAGING YOUR SCHOOL MESSENGER ACCOUNT

1. Log into your Parent Portal account. Using the navigation menu on the left hand side of the page, click on the link marked *Contact Manager*.

Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
- My Schedule
-  School Information
-  Account Preferences
- Contact Manager

2. There are two tabs at the top of the page, Messages and Contacts. Click on the Contacts tab. You will see all of your children listed.

SchoolMessenger Pompton Lakes School District
[Help](#) | [Logout](#)

Messages | **Contacts**

Contacts

First Name	Last Name	ID#	Actions
Student's Last Name	Student's First Name	123456	 Edit
Student's Last Name	Student's First Name	456789	 Edit

3. On the right hand side of the screen choose Edit to enter your information. You will be presented with options for school notifications. You may enter home phone numbers, cell numbers or e-mail addresses where you want to receive notifications. Texts may also be sent to your phone.

Phone	
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Attendance	<input type="checkbox"/> General
<input type="checkbox"/> SDD	<input type="checkbox"/> Survey
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Attendance	<input type="checkbox"/> General
<input type="checkbox"/> SDD	<input type="checkbox"/> Survey
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Attendance	<input type="checkbox"/> General
<input type="checkbox"/> SDD	<input type="checkbox"/> Survey
Email	
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Attendance	<input type="checkbox"/> General
<input type="checkbox"/> SDD	<input type="checkbox"/> Survey
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Attendance	<input type="checkbox"/> General
<input type="checkbox"/> SDD	<input type="checkbox"/> Survey

Save To All Contacts

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f. Enter your land or cell phone numbers in the column on the left hand side. Enter e-mail addresses below the phone numbers. Check the type of notification you want sent to each phone or e-mail address. Please check boxes under the headings Non-school Emergency, School Hours Emergency, General, or SSD. SSD allows texts to be sent to cell phones. **If you ask for text messages, you will receive an opt in text message from School Messenger. Once you've received the text message, you need to respond with either the word yes or simply with the letter Y.** Click the Save button when you have entered all of your information. You may update this information at any time. All notifications sent by individual schools or from the District will be sent to the contacts you have listed.