



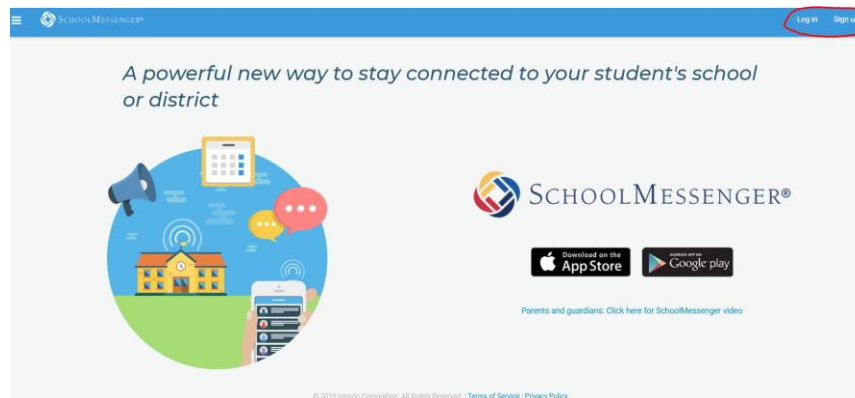
SchoolMessenger Setup

To make sure that you're receiving school news and alerts in the ways that work best for you, Western Montgomery Career and Technology Center uses a program called SchoolMessenger. This program, which is also available as an app for smart phones and tablets, is one of the ways that we at WMCTC send out alerts, school news, school closings, emergencies, and attendance notifications. SchoolMessenger automatically sets up emergency notifications to the primary number listed in WMCTC's Skyward system. In order to receive any other notifications such as school news and attendance, you must set up your preferences using the following steps.

Steps for setting up your account:

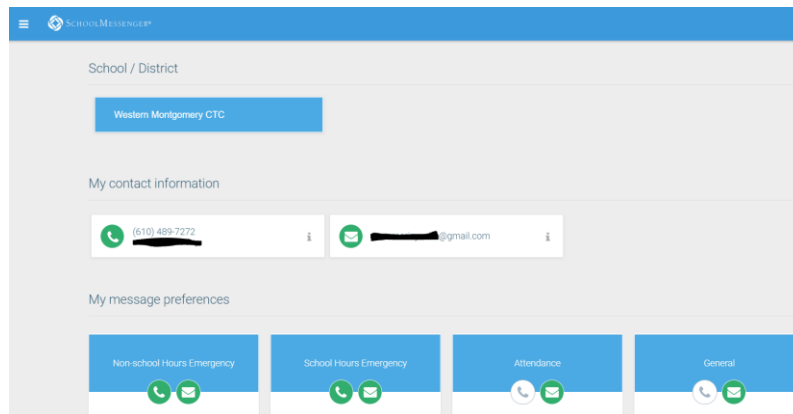
NOTE: The Sign-up process must be completed first before the SchoolMessenger app will work. It is not a requirement to use the app. All updates can be made directly through the website.

1. Go to <http://go.schoolmessenger.com>
2. In the top right-hand corner, you can either Log-In to your existing account or create a new account by clicking on Sign-up.

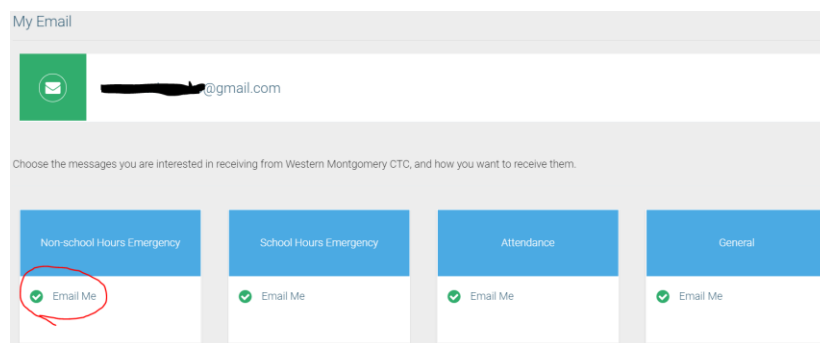


- a. **If logging in**, be sure to check your Preferences that they are current. Any changes to phone numbers or email addresses must be sent to Student Services at WMCTC in writing or email (info@westerncenter.org). **Users cannot make changes to this information in School Messenger.**
- b. **If signing up**, you must use the parent email address that is entered for your student in the WMCTC Student Information System (Skyward). If you're not sure of the email address, contact the Student Services office at 610-489-7272 x 208 or info@westerncenter.org

3. Once signed in, choose the 3 bars in the top left-hand corner, then choose Preferences.
 - a. Here you will see the primary phone number listed for the family contact (My Contact Information). Click in the box where the phone number is located to choose whether this phone can receive calls/messages. By choosing YES, that phone number will access all types of alerts from WMCTC including attendance and general news. By choosing NO, that phone number will only receive emergency notifications from WMCTC such as school closings or security alerts.



- b. Your email address should also be listed in My Contact Information. Click on the box where the email address is located. A new screen appears that shows all of the notification choices with green checkmarks in each box (My Message Preferences). You may uncheck any of the boxes if you do not want emails pertaining to that type of notification.



4. At this point, all information is set up to start receiving notifications. Any changes made to the Preferences may take up to 24 hours to process.