

## Teacher Directions for School Messenger

1. Choose “Personalize” on the left hand navigation.
2. Click on “School Messenger”

[Also a side note: when setting up phone or iPad aps the District Code is on the bottom of the left hand navigation.]

The screenshot shows the PowerSchool web interface. The top navigation bar includes the PowerSchool logo, a user welcome message for Bernard E. McDermott, and links for Help and Sign Out. Below this, the school and term are identified as District Office and 17-18 Year. The left-hand navigation menu is expanded to show the 'Personalize' section, which includes options like Start Page, Daily Bulletin, Attendance Bulletin, Schedule, Staff Directory, Meals, Personalize (selected), Gradebook, Reports, and Recommendations. The main content area is titled 'Personalize - McDermott, Bernard E' and contains a table with the following data:

Function	Description
Change Password	Change current password to a new one.
Default Student Screen	Sets the initial student screen.
Display Section Number	Show or hide the Section Number on the Teachers home page
School Messenger	Set preferences for alert system.

Below the table, there are several utility buttons: 'New Gradebook Launch' (with a 'Launch' button), 'District Code' (with the code 'QQNP'), and 'Download on the App Store'.

Your district e-mail will be pre-populated. Enter a “Home” phone – can be a land line or cell phone – this is the main means of communication. If you do not enter a “Home” phone you will miss notices. If you have a home and a cell phone then enter the cell # in the appropriate space. You can add a cell phone for text alerts – these are occasionally used.

Alternate e-mail can be a “home” e-mail, or a spouse/significant other you wish to also receive notifications.

The screenshot shows the 'School Messenger Setup' page in the PowerSchool interface. The left-hand navigation menu is expanded to show 'Personalize' > 'School Messenger'. The main content area is titled 'School Messenger Setup' and contains a form with the following fields:

- Home Phone for Voice Alerts:
- Cell Phone for Voice Alerts:
- Cell Phone for Text Alerts:
- Email for Email Alerts:
- Alternate Email for Email Alerts:

A 'Submit' button is located at the bottom right of the form.

For Text notices: text to: 67587 the message YES.