Stafford Public Schools School Messenger Citizen Signup Guide

Welcome to the Citizen/Subscriber signup guide for the Stafford Public Schools School Messenger Notification System. The School Messenger Citizen portal allows anyone interested in receiving notifications from Stafford Public Schools to do so through a manual signup.

This guide is not intended for those who already have an account with School Messenger GO!, such as parents / guardians and staff members. Please refer to the instructions for customizing your School Messenger GO! Account, located on the district website (www.stafford.k12.ct.us) under "Notifications" or by contacting your school office.

Step one will be to navigate to this webpage:

https://asp.schoolmessenger.com/staffordct/subscriber/newsubscriber.php

This is the New Account creation page:

Create a New Account
Please complete this form to create your 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 similar to your first name, last name, or email address.

Captcha ⚠ `3P328` Try Another

First Name ⚠

Last Name ⚠

Account Email ⚠

Confirm Email ⚠

Password ⚠

Confirm Password ⚠

Terms Of Service

Reliance Communications, Inc. Terms of Service

1. Product. This agreement covers the Reliance Communications, Inc. Subscriber Self-Signup 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 agrees to the following terms of service. In addition, User agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service
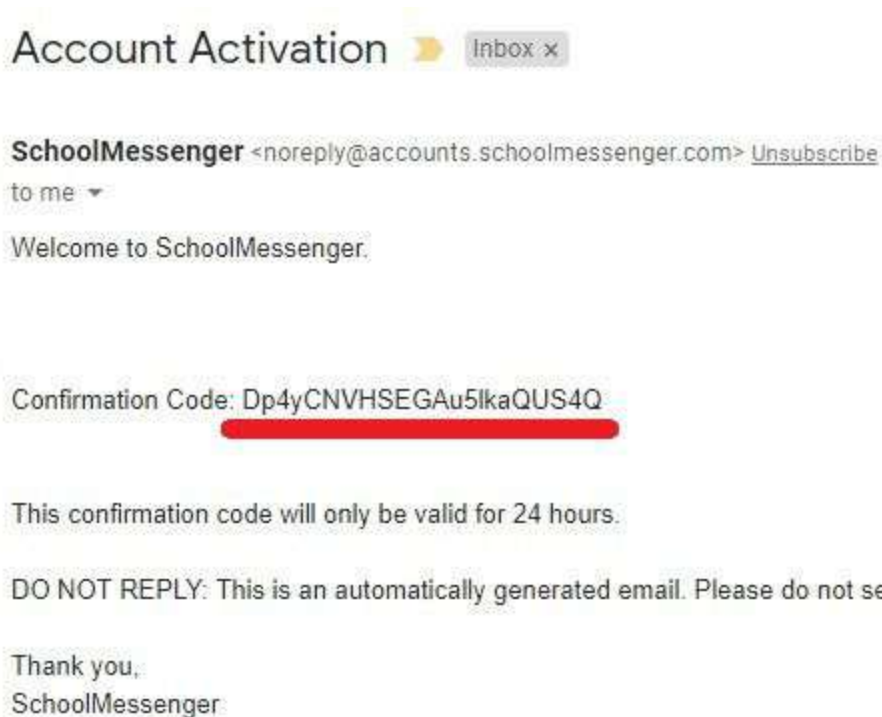
Accept Terms ⚠ ☐

✔ Create Account

Please follow the directions as listed above, providing the information requested, then click "Create Account".

You will be redirected to a page asking for a confirmation code:

Activate Account

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

Confirmation Code: _____

Password: _____

Submit

As it states at the top, you should have received an email containing a confirmation code looking something like this:

Account Activation ▶ Inbox ×

SchoolMessenger <noreply@accounts.schoolmessenger.com> Unsubscribe

to me ▾

Welcome to SchoolMessenger.

Confirmation Code: Dp4yCNVHSEGAu5lkaQUS4Q

This confirmation code will only be valid for 24 hours.

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.

Thank you,
SchoolMessenger

Please enter your confirmation code and password to complete activation of your account!

After your account has been created, you should be redirected to this page:

Here, you can add additional contact information, such as phone numbers for both calling and texting. You will also be able to customize which types of notifications you wish to receive notifications from, as well as which School(s).

Note: there are **<u>five</u>** categories we have for school notifications:

<u>*Emergency Notifications:</u> Notifications of emergencies such as lockdowns or other unexpected school events.
<u>*School Closings and Delays:</u> Notifications for school closings and delays only.
<u>Attendance:</u> Automated attendance letters sent out daily to parents of students who were absent that day. (If you do not have a student in the district, this message type will not affect you.)
<u>General Notifications:</u> General, non-emergency notifications
<u>Survey:</u> Functionality for the district to send a survey question to staff or parents using SchoolMessenger contact information.

You are automatically set to receive both "School Closings and Delays" and "Emergency Notifications", these may not be opted out of.

To add an additional phone number or email, click on the "Add More" button located beneath your account email.

Add Contact Information

Progress		
▷ **Select Type**	Type ✅	○ Phone Call
		⦿ Phone Call and SMS Text
⊙ Enter Contact Info		○ SMS Text
⊙ Activate	❌ Cancel	➡ Next

For the purposes of this guide, I will be selecting Phone Call and SMS Text. A full 10-Digit valid phone number must be entered:

Progress			
✔ Select Type	Phone ✅	8606842218	
▷ **Enter Contact Info**	← Previous	❌ Cancel	➡ Next
⊙ Activate			

Now please follow the steps on this following page:

You must follow these steps within **24 hours** to complete this addition to your account.

Progress

✔ Select Type

✔ Enter Contact Info

▷ **Activate**

Print this page now

Step 1: You must call from the phone **(860) 684-2218** in order to verify your caller ID.
💡 If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.
Step 2: Call **(844) 538-1616**
Step 3: When prompted, select option 2.
Step 4: When prompted, enter this activation code **719020**
Step 5: When the call is complete, log back into your account to edit your notification preferences.

← Done

Until the phone call mentioned on the previous page has been completed, your new phone number(s) will appear as "pending":

Contacts

Contact Information	Type	Status	Actions
@gmail.com	Email	Active	Account Email cannot be removed
(860) 684-2218	Phone	Pending	✖ Delete | ✎ Activation Info
(860) 684-2218	SMS Text	Pending	✖ Delete | ✎ Activation Info

The "Activation Info" button can be clicked at any time to show the activation instructions once more. After activation, your phone numbers will look like this:

Contacts

Contact Information	Type	Status	Actions
@gmail.com	Email	Active	Account Email cannot be removed
(860) 684-2218	Phone	Active	✖ Delete
(860) 684-2218	SMS Text	Active	✖ Delete

Contact information with a status of "active" will receive all notifications you have chosen for your account.

Lastly, if you have any questions or need any assistance, please contact Dean Fortin in the IT department:

Phone: 860-684-2218
Email: Fortind@stafford.k12.ct.us