



SchoolMessenger – Community Self Signup

We are introducing a new opportunity **for community members who do not have students in our schools** to get information about news and events.

Please note that if you are a parent in the district, you are already receiving this communication via Synergy and SchoolMessenger. No further action is needed at this time.

The District uses [SchoolMessenger Self Signup](https://asp.schoolmessenger.com/rochesterschools/subscriber/) to communicate with non-parent community members, alumni, former employees, and retirees. This is a free subscription service that sends district news and other pertinent communications to an email address and phone.

Click on the following link to subscribe. <https://asp.schoolmessenger.com/rochesterschools/subscriber/>

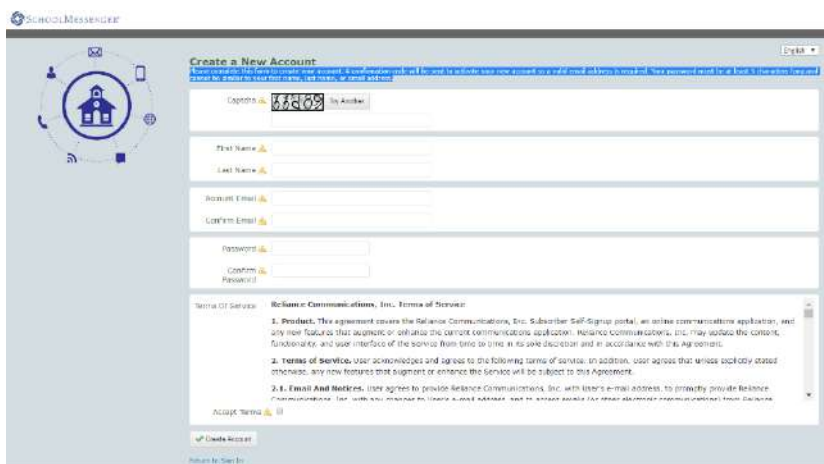
FIRST-TIME USER

1. If you are a first time user, click on the link for **Sign up now**.



2. Complete the form to create your account.

Note: A valid email address is required. A confirmation code will be sent to activate your new account. Your password must be at least five characters long and cannot be similar to your first name, last name, or email address. Your password will allow you to log in to make changes to your subscription.



3. Click on **Create Account**.
4. A confirmation code will be sent to your email account. Copy and paste the confirmation code from your email message into the **Confirmation Code** field.
5. Enter the **Password** you created when you filled out the form in step 2.
6. Click on **Submit**.



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EXISTING USER

1. Enter the **Email** address and **Password** you used when you initially subscribed to [SchoolMessenger Self Signup](#).

2. Click on **Sign In**.

Note: If you don't remember your username or password, click on the **Forgot your password** link and enter your subscribed **Email** address. The system will send your login information to you.

NOTIFICATION PREFERENCES

Contacts

If you wish to receive a phone call when there is a school closure, you will need to add a valid phone number to your contact information.

1. Click on the **Contact Info** tab.
2. Under the Contacts heading click on **Add More**
3. Select **Phone Call**.
4. Click on **Next**.
5. Enter the 10 digit **Phone Number** you wish to receive the school closure call.
6. Click on **Next**.
7. Follow the steps listed on the **Activate** screen.
8. Click on **Done**.
9. Click on **Save**.



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Interests

Note: All Self Signup subscribers must maintain their own *Interests*. Although you may deselect from receiving *Attendance and Survey* announcements, please ensure *General* announcements remain selected. Emergency notifications are included in the subscription.

1. Click on the **Contact Info** tab.

SchoolMessenger

Messages **Contact Info** My Account

Notification Preferences

Contacts

Contact Information	Type	Status	Action
cm@rochesterschools.org	Email	Active	Account Email cannot be removed

Interests

In addition to Emergency notifications, I would like to receive the following types of announcements:

- ☒ Attendance and Survey notifications
- ☒ General District Announcements
- ☒ Safety Surveys

Language ☒ English ☐ Español

Community Groups

- ☐ Alumni - AHS
- ☐ Alumni - RCHS
- ☐ Alumni - SCHS
- ☐ District Closures (Email Only)
- ☐ Job Postings: Individual
- ☐ Job Postings: Non-Individual
- ☐ Noticees - Full Employees
- ☐ Sympathy Notices

2. Select the **Community Groups** you wish to receive notifications for.
3. Click on **Save**.

If you have questions, please email sahearn@rochester.k12.mi.us or call 248-726-3137.