

STEP TWO:

These are directions for the second part of a two-step process.

If you have not already logged into Skyward Employee Access to check the phone numbers and emails we have attached to your employee record, you must do that first. Please use the instructions found in the document entitled, “Step One: Accessing Your Skyward Contact Information.”

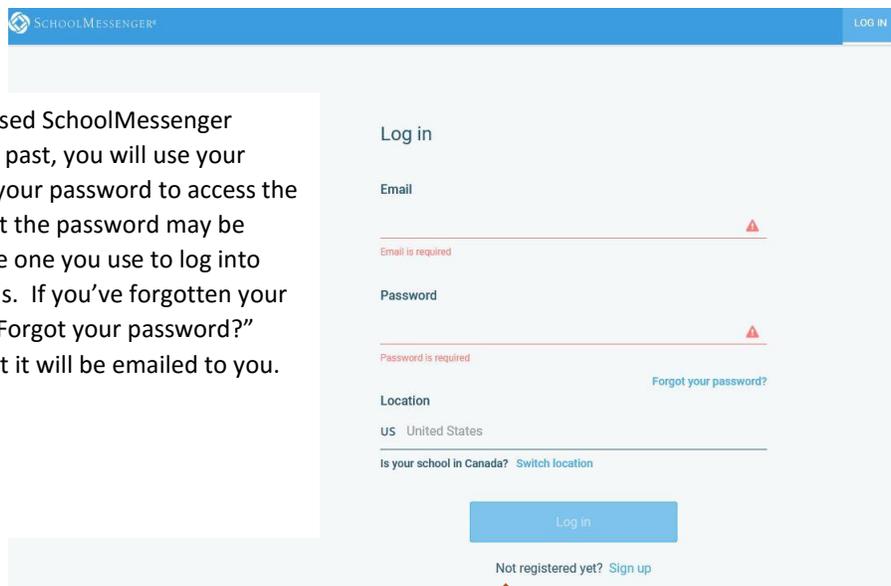
Instructions to Log in to SchoolMessenger Info Center

In a browser go to this site:

<https://go.schoolmessenger.com/#/account/login>

(You may want to bookmark the site for future access)

If you have accessed SchoolMessenger InfoCenter in the past, you will use your GVSD email and your password to access the system. Note that the password may be different than the one you use to log into GVSD applications. If you’ve forgotten your password, click “Forgot your password?” and a link to reset it will be emailed to you.

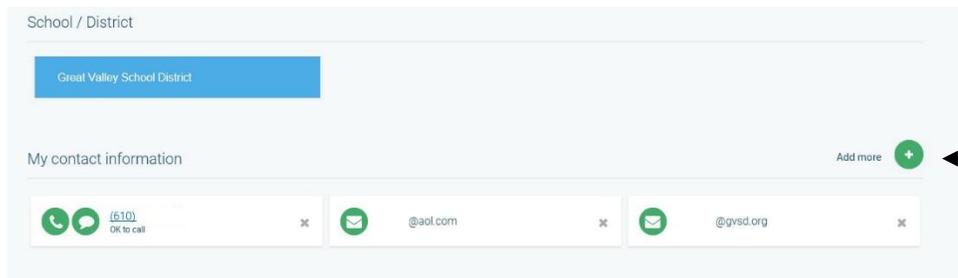


First-time users will need to use the “Sign up Now” link. Once you have completed the registration process, you will log in with your GVSD email and the password you choose (does not have to be your 15-character GVSD password).

Once you have logged in, you will see your name in the top, right corner of the blue bar. Click the down arrow next to your name and select “Preferences” from the drop-down menu.



On the Preferences page, you will see the numbers and emails associated with your account.



Please **DO NOT** click this button to add additional phone numbers or emails to your SchoolMessenger account. **Phone and email additions should be made in Skyward** (using STEP ONE directions). Since Skyward populates this area, any changes you make here will be overridden by the information in Skyward.

BROADCAST TYPES

When a person sets up a message to go out in SchoolMessenger, the sender selects a Broadcast Type for the message.

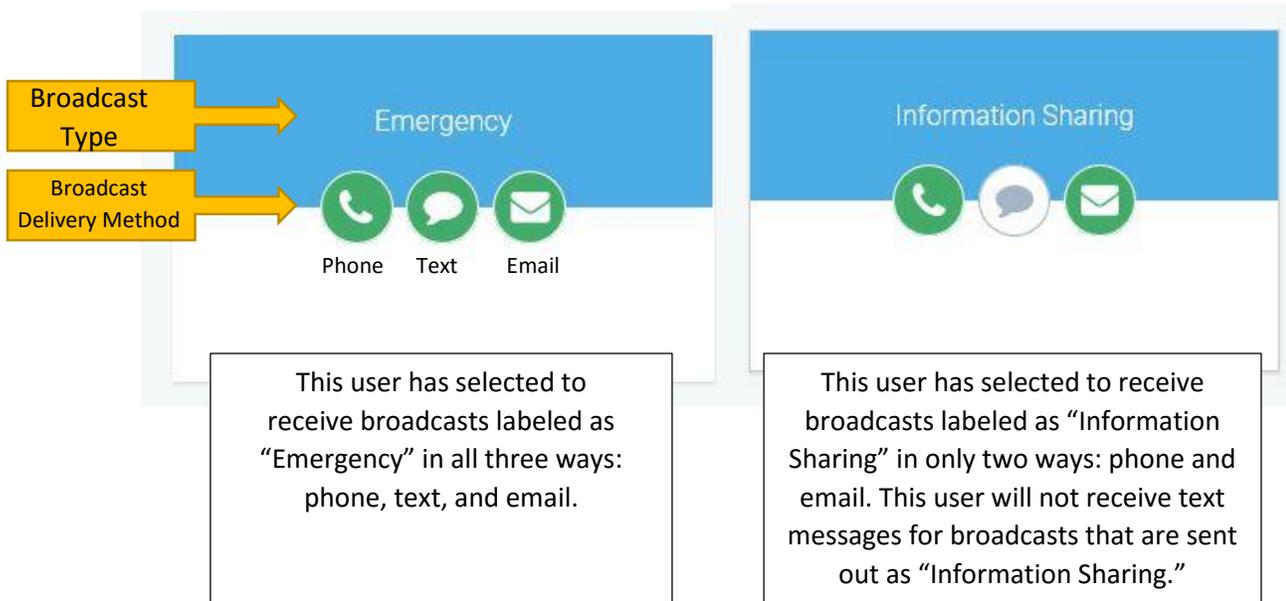
It is important to understand the different Broadcast Types because you will set your own preferences for how you receive messages labeled with each Broadcast Type.

Emergency	Used to communicate only emergencies (i.e. evacuations, fire, bomb threats, etc.)
Attendance*	Used for communications about students' attendance – not applicable to staff.
Information Sharing	Used for general announcements (i.e. meetings, test scores, curriculum information, etc.)
Lunch Account Balance*	Used to communicate a low lunch account balance attendance – not applicable to staff.
Schedule Changes	Used to communicate late openings, closings, and early dismissals related to snow or other factors; also used to communicate time changes related to meetings or special events.
Survey	Used to create and send surveys.

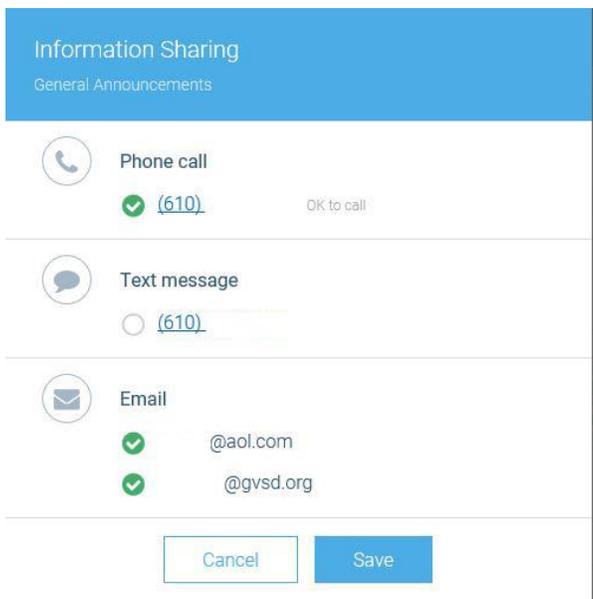
*Note: while you will be required to pick a contact for attendance and lunch account balances, staff does NOT receive messages about these topics. These are parent message types only.

SETTING YOUR CONTACT PREFERENCES

Under your contact information, you will see six Broadcast Type boxes that correspond to the Broadcast Types defined above. In the blue header of each box is the name of the Broadcast Type. Under each Broadcast Type heading are three icons in circles. These icons represent how this type of message is sent to you: phone, text, and/or email. If the icon is green, your preference is set to receive this type of broadcast in this manner; if it the icon is white, your preference is set not to receive the specified broadcast type in this way. See the next page for two examples.



If you would like to change your Broadcast Type preferences, simply click the Broadcast Type box. An options box will open where you can select or deselect your preferences for the Broadcast Type. When you are finished, click SAVE.



Once your preferences are saved, you will be directed back to the main preferences screen. Repeat this process to select contact preference for any other Broadcast Type.

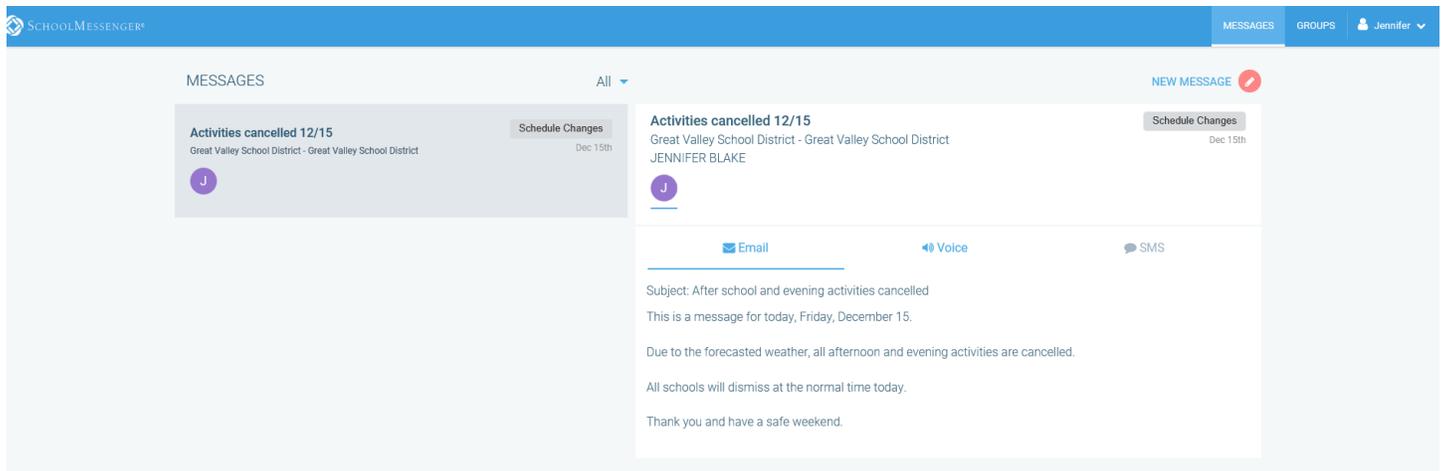
IMPORTANT NOTE: Not all broadcasts are sent using all communication mediums (phone, email, text). For example, information sharing broadcasts are often only sent as email. Therefore, you would not receive a phone call or text, even if your preference is set to receive a phone call or text. It is recommended that you set all broadcast types to receive email, as this is the most common method used.

Want to make a change to your message preferences?
You can always log back into the system to make those changes. Look for “SchoolMessenger Info Center”
on the Staff Resources Page at www.gvsd.org,

or go directly to <https://go.schoolmessenger.com/#/account/login>
It is recommended that you bookmark the site for easy access in the future.

Missed a Message?

This system also allows you to go in and see the messages recently sent to you. Maybe you deleted an email or missed a phone message? All recent messages are available in your account for review. Simply click the “Messages” link in the blue bar to see them.



The screenshot displays the SchoolMessenger web interface. At the top, there is a blue navigation bar with the 'SCHOOLMESSENGER' logo on the left and 'MESSAGES', 'GROUPS', and a user profile 'Jennifer' on the right. Below the navigation bar, the main content area is titled 'MESSAGES' and shows a list of messages. The selected message is titled 'Activities cancelled 12/15' and is from 'Great Valley School District - Great Valley School District', dated 'Dec 15th'. The message content includes a subject line 'Subject: After school and evening activities cancelled', a date reference 'This is a message for today, Friday, December 15.', and a notice: 'Due to the forecasted weather, all afternoon and evening activities are cancelled. All schools will dismiss at the normal time today. Thank you and have a safe weekend.' Below the message text, there are three communication options: 'Email', 'Voice', and 'SMS', with 'Email' being the selected option.