The SchoolMessenger Guardian Platform allows parents/guardians to view and listen to messages from the school district and their student's school and to personalize how these communications are received.

How To Create An Account

1. Using any internet browser, visit https://go.schoolmessenger.com
2. Click **SIGN UP**.
3. Enter your email address.
   • **IMPORTANT**: The email address must already be on file in the district **student information system, schooltool**. If you do not have an account, please contact Lori Cimpi in student registration at 315-361-6072 or visit the district website www.oneidacsd.org > Staying Connected > SchoolMessenger for the form.

4. Enter a **password**. It must contain the following:
• One or more lowercase letters
• One or more uppercase letters
• One or more numbers
• Must be at least 6 characters

5. **Confirm Password** by typing the same password again in the space provided.

6. Click **Sign Up**.

7. **Log into** your email account and open the message from **SchoolMessenger**.
   • **Note**: The email message can come from a number of different email addresses including (but not limited to): support@accounts.sm.com or broadcasts@schoolmessenger.com

8. Click the **activation link** in the email message.

   Your account has been created and is ready for use.

Mobile App

The SchoolMessenger **Mobile App** is available for iOS in the App Store and for Android in the Google Play Store.
1. Using any internet browser, visit https://go.schoolmessenger.com and follow the directions above.

How To Use The Guardian Platform:

1. Using any internet browser, **visit** https://go.schoolmessenger.com or **open** the App you downloaded on to your mobile device.

2. Click **SIGN IN**.
3. Enter your Username and Password.
4. Click Login.

Grant Permission

The first time you log in, you will be asked to grant permission for each phone number associated with your account that has been imported from the student information system.
1. Click **Is it ok to call this phone number?** and select your answer.
       • Repeat for each phone number shown.
2. Click **Save**.

Review Messages

After signing in, messages from the district will be displayed. **Messages are saved for 30 days**.

1. Click each message to review.
       • Messages can be audio recordings or text

2. Click **Unread** to review only new messages or click **All** to review all messages.
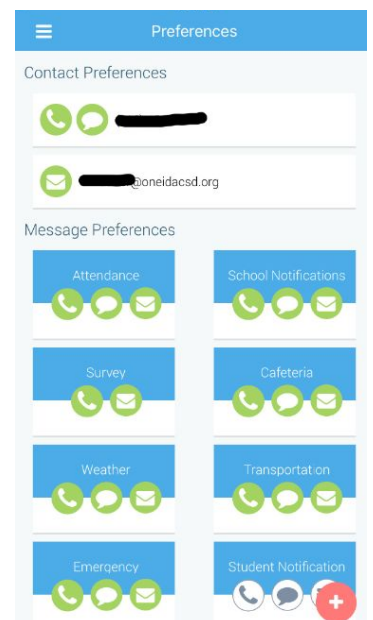
View Contacts

Click **CONTACTS** to view the students associated with your account. If you do not see all of your students, contact Lori Cimpi in student registration at 315-361-6072 to make sure your contact information is current in the student information system, schooltool.

Select Contact Preferences

Customize message delivery settings. Choose to receive phone calls, SMS (text) and/or email messages. The sender of the message may not use all delivery methods for every message. Change your contact preferences at any time.

IMPORTANT: Email should never be considered a primary source for emergency notifications, as many factors can affect the length of time between the message being sent and your mail inbox receiving that message. This is why our primary notification channel is voice. E-mail provides a supplementary channel of notification.

1. Click **PREFERENCES**.

2. Click a phone number or email address.

3. For each message type, click the desired contact method.

- Emergency - Required Category
- Attendance - Required Category
- Cafeteria - Required Category
- School Notifications
- Transportation
- Weather

4. Repeat the process for each phone number and each email address.

Important Information

• You will not receive SMS (text messages) until you opt-in. **Text "YES" to 67587**. If this is something you have done previously, it will need to be done again with the new guardian platform.

• Additional information including frequently asked questions is available on the Oneida City School District Website HERE

Or visit www.oneidacsd.org >Staying Connected > SchoolMessenger

• If you have any additional questions, contact Lori Cimpi in student registration at 315-361-6072.