

How to access/use School Messenger via the website:

1. Log into the parent portal via wilton.powerschool.com
2. Under Navigation, select *SchoolMessenger*® at the bottom.
3. This will automatically log you into *SchoolMessenger*® (if it does not do so, refer to *Create a SchoolMessenger*® account under the Help Section).
4. Once logged in, you will immediately see the most recent announcements.
5. Click on the 3 bars in the top left adjacent to the *SchoolMessenger*® logo.
6. From the 3 bars, you can change your contact preferences in the *Preferences* tab.
 1. The *Preferences* tab allows you to change the frequency of notifications and the type of communication (Phone, text message, email).
7. From the 3 bars, you can also view your children that are linked to your account in the *Contacts* tab.
 1. If the listing for one of your children is missing here, you can verify by clicking the link that says, *Is someone still missing?*
8. From the 3 bars, you can also join communication groups if a teacher or admin invites you to one.
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How to access/use School Messenger via the App:

1. Download the mobile app from either Apple's App Store or Android's Google Play page.
2. You must create an account for the app if you have not already done so.
 1. To create an app account, tap *sign up* once the app is installed.
 2. Be sure to use the email that is on file in PowerSchool (if you are unsure of what email to use, it is typically the email that receives notifications from PowerSchool).
3. If you already have an account for the app, go ahead and login with your email and password.
4. Click on the 3 bars in the top left.
5. From the 3 bars, you can change your contact preferences in the *Preferences* tab.
 1. The *Preferences* tab allows you to change the frequency of notifications and the type of communication (Phone, text message, email).
6. From the 3 bars, you can also view your children that are linked to your account in the *Contacts* tab.
 1. If the listing for one of your children is missing here, you can verify by clicking the link that says, *Is someone still missing?*
7. From the 3 bars, you can also join communication groups if a teacher or admin invites you to one.