



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**.



SchoolMessenger – Community Self Signup

EXISTING USER

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

The screenshot shows the SchoolMessenger login interface. On the left is a circular icon with a schoolhouse in the center, surrounded by communication symbols like a phone, email, and SMS. The main heading is "Phone, Email, and SMS Text Messages" with the subtext "Get the latest communication from Rochester Community Schools." Below this are input fields for "Email:" and "Password (case sensitive):". A link "Forgot your password? Click Here" is next to the password field. A "Sign In" button with a green checkmark icon is highlighted with a red box. At the bottom left, it says "First time user? Sign up now".

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.

The screenshot shows the "Password Assistance" page. It has the same circular icon on the left. The heading is "Password Assistance" with the subtext "To begin the password reset process, enter your email address." There is an input field for "Email:" and a "Submit" button with a green checkmark icon. A link "Return to Sign In" is at the bottom.

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**.

The screenshot shows the "Add Contact Information" screen with the "Contact Info" tab selected. Under the "Type" section, "Phone Call" is selected and highlighted with a red box. Other options are "Phone Call and SMS Text", "SMS Text", and "Email". At the bottom, "Cancel" and "Next" buttons are visible, with "Next" highlighted by a red box.

The screenshot shows the "Add Contact Information" screen with the "Phone" field highlighted by a red arrow. The "Next" button at the bottom right is highlighted with a red box.

The screenshot shows the "Activate" screen. It lists five steps: 1. You must call from the phone, 2. Call (855) 262-2283, 3. When prompted, select option 2, 4. When prompted, enter this activation code, and 5. When the call is complete, log back into your account to edit your notification preferences. A "Done" button at the bottom is highlighted with a red box.



SchoolMessenger – Community Self Signup

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	Actions
shih@rochester.k12.mi.us	Email	Active	Account Email cannot be removed

Add More

Interests

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

- ☒ Attendance (Attendance subscriptions)
- ☒ General (General Announcements)
- ☒ Survey (Surveys)

Language ☒ English ☐ Español

Community Groups

- ☐ Alumni - AHS
- ☐ Alumni - RHS
- ☐ Alumni - SCHS
- ☐ District Closures (Snow Days)
- ☐ Job Postings: Instructional
- ☐ Job Postings: Non-Instructional
- ☐ Retirees - Past Employees
- ☐ Sympathy Notices

Save **Cancel**

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.