

## School Messenger

1. Go to <https://asp.schoolmessenger.com/penncrest/subscriber/newsubscriber.php> to create an account.

**SCHOOLMESSENGER**

English

### Create a New Account

Please complete this form to create your account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

First Name

Last Name

Account Email

Confirm Email

Password

Confirm Password

Terms Of Service **Reliance Communications, Inc. Terms of Service**

1. **Product.** This agreement covers the Reliance Communications, Inc. Subscriber Self-Signup portal, an online communications application, and any new features that augment or enhance the current communications application. Reliance Communications, Inc. may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.

2. **Terms of Service.** User acknowledges and agrees to the following terms of service. In addition, User agrees that unless explicitly stated otherwise, any new features that augment or enhance the Service will be subject to this Agreement.

3. **Email And Notices.** User agrees to provide Reliance Communications, Inc. with User's e-mail address to promptly

Accept Terms

[Return to Sign In](#)

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2. If you already have an account, go to <https://asp.schoolmessenger.com/penncrest/subscriber/> and login.

**SCHOOLMESSENGER**

English

### Phone, Email, and SMS Text Messages

Get the latest communication from Penncrest School District.

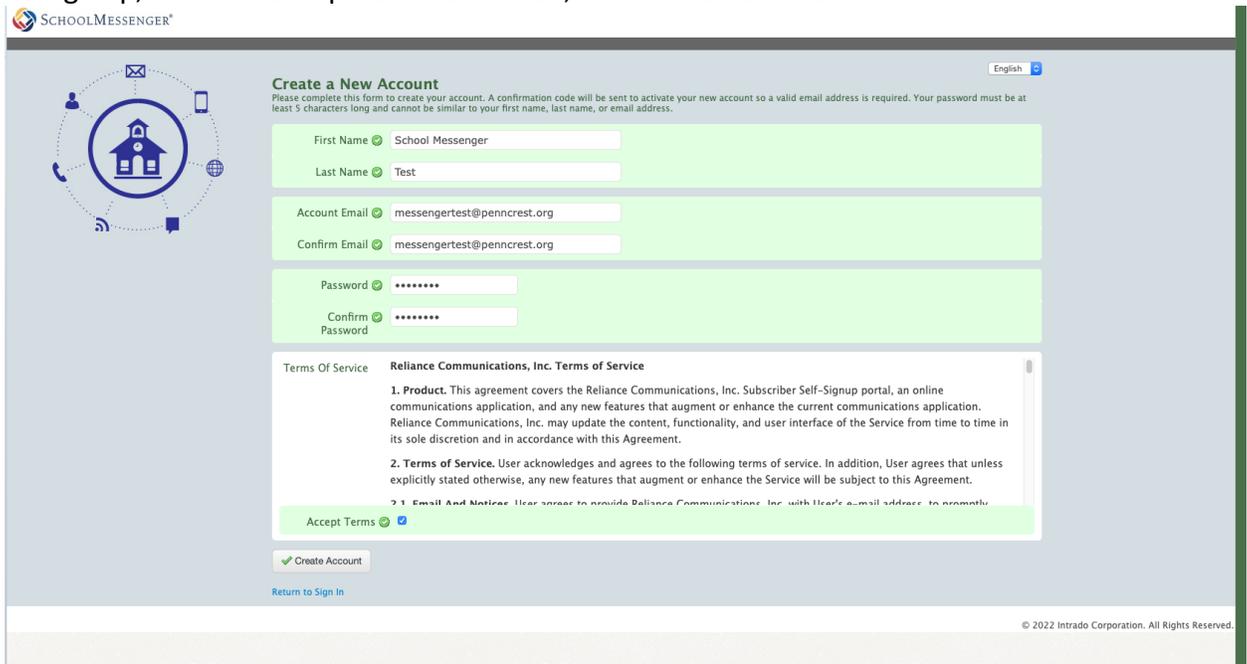
Email:

Password (case sensitive):  [Forgot your password? Click Here](#)

First time user?  
[Sign up now](#)

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3. To sign up, fill out the required information, and click on Create Account.



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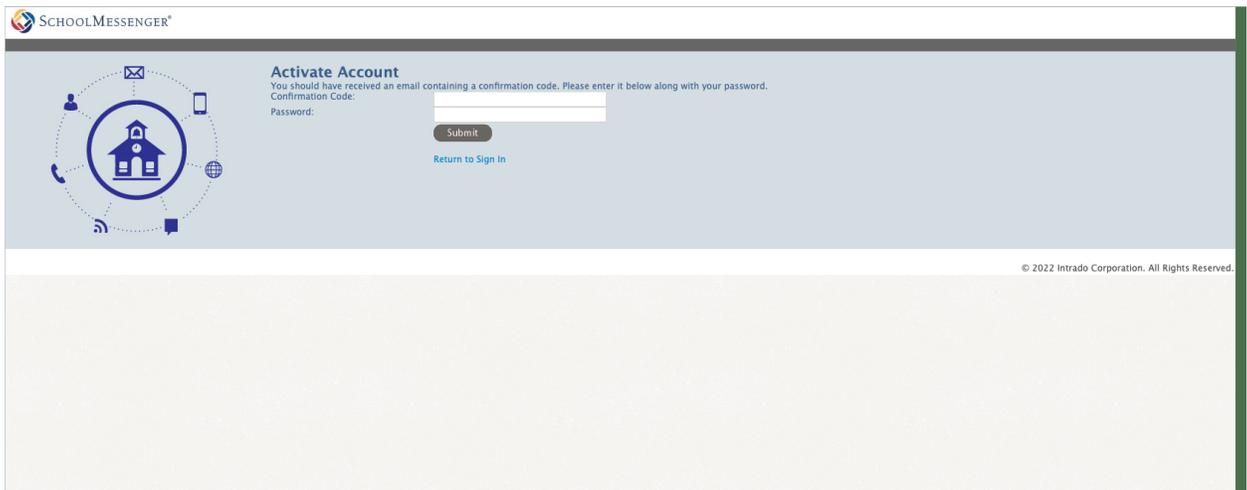
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4. You will then need to login to the email you used to sign up with (can be PENNCREST or a personal email account) to retrieve a confirmation code. **DO NOT** close out of this window.



**SCHOOLMESSENGER**

**Activate Account**  
You should have received an email containing a confirmation code. Please enter it below along with your password.

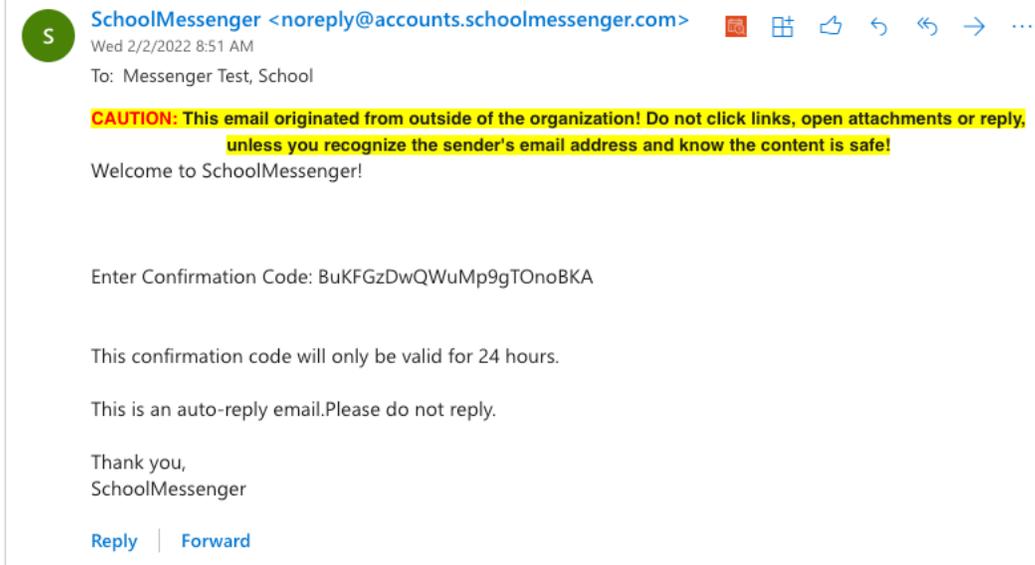
Confirmation Code:

Password:

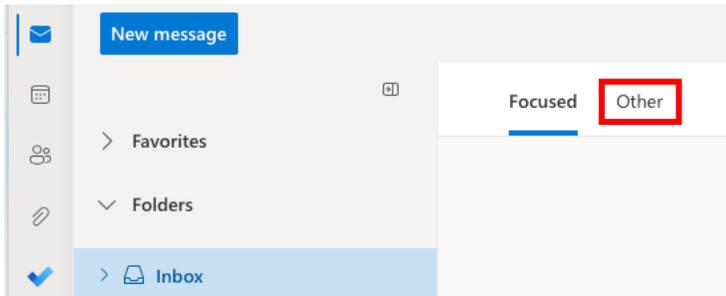
[Return to Sign In](#)

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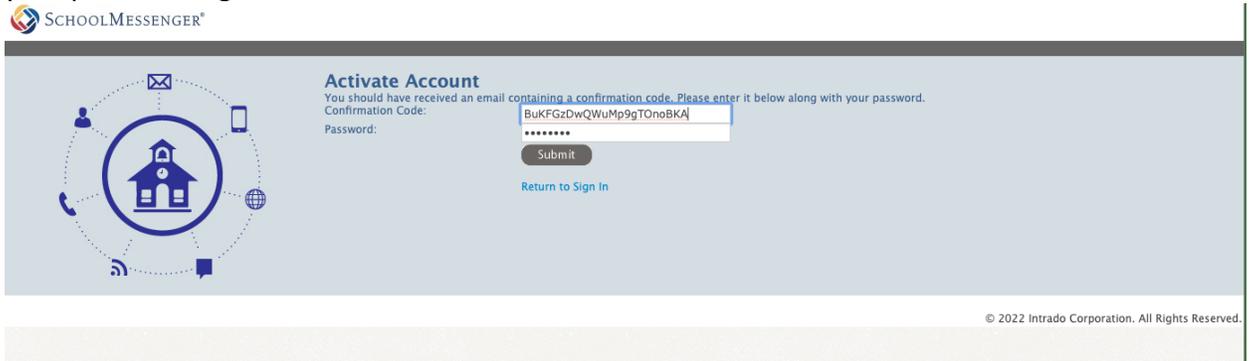
5. If you used your PENNCREST email account, go to <http://mail.penncrest.org> in a web browser. In a few short minutes, you should receive the confirmation code email in your Inbox. (Your confirmation code will be different than the one pictured below.)



6. You may need to click on the Other tab in your Inbox to retrieve the confirmation code email.



7. Copy and paste the confirmation code in the browser window you left open and type in your password again and hit Submit.



- You will then be logged into the School Messenger system and redirected to the Contact Info page.

**SchoolMessenger** Penncrest School District [Logout](#)

[Messages](#) **Contact Info** [My Account](#)

Notification Preferences

**Contacts**

Contact Information	Type	Status	Actions
messengerst@penncrest.org	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)
- General (General Announcements)
- Survey (Surveys)
- Food Service (Balance Notifications)

Organization  Maplewood Elementary School  
 Saegertown High School  
 Cambridge Springs Elementary School  
 Cambridge Springs High School  
 Maplewood High School  
 Saegertown Elementary School  
 District

Language  English  
 Español

[Save](#) [Cancel](#)

- Select all 4 notification announcement types and then select District and whichever schools you would like to receive any notifications for and hit Save.

**SchoolMessenger** Penncrest School District [Logout](#)

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 Maplewood High School  
 Saegertown Elementary School  
 District

Language  English  
 Español

[Save](#) [Cancel](#)

10. If you would like to add other notification methods other than email, click on Add more.

The screenshot shows the 'SchoolMessenger' interface for 'Penncrest School District'. The 'Contact Info' tab is active. Under 'Notification Preferences', there is a 'Contacts' section with a table:

Contact Information	Type	Status	Actions
messengerstest@penncrest.org	Email	Active	Account Email cannot be removed

Below the table is an 'Add More' button.

11. Select which additional notification method you would like to receive and hit Next.

The screenshot shows the 'Add Contact Information' page. The 'Select Type' step is active. The 'Type' section has three radio button options:

- Phone Call
- Phone Call and SMS Text
- SMS Text

Below these are two 'Cancel' and 'Next' buttons.

This screenshot is identical to the previous one, but the 'Phone Call and SMS Text' radio button is selected, and the entire content area has a light green background.

12. Type in the phone number you would like to receive notifications on and hit Next.

The screenshot shows the 'SchoolMessenger' interface for 'Penncrest School District'. The user is on the 'Contact Info' tab. A progress bar is visible with the following steps: 'Select Type' (checked), 'Enter Contact Info' (active), and 'Activate'. The 'Phone' field contains the number '814720-'. Below the field are 'Previous', 'Cancel', and 'Next' buttons.

13. You will need to call 833-447-9397 from the phone number you are trying to activate, hit 2, and enter in the activation code and hit Done. (Your activation code will be different than the one pictured below.)

The screenshot shows the 'SchoolMessenger' interface for 'Penncrest School District'. The user is on the 'Contact Info' tab. The progress bar shows 'Activate' as the current step. A 'Print this page now' button is present. The instructions for the 'Activate' step are as follows:

- Step 1: You must call from the phone (814) 720- in order to verify your caller ID.
- Step 2: Call (833) 447-9397
- Step 3: When prompted, select option 2.
- Step 4: When prompted, enter this activation code **415456**
- Step 5: When the call is complete, log back into your account to edit your notification preferences.

A 'Done' button is located at the bottom of the instructions.