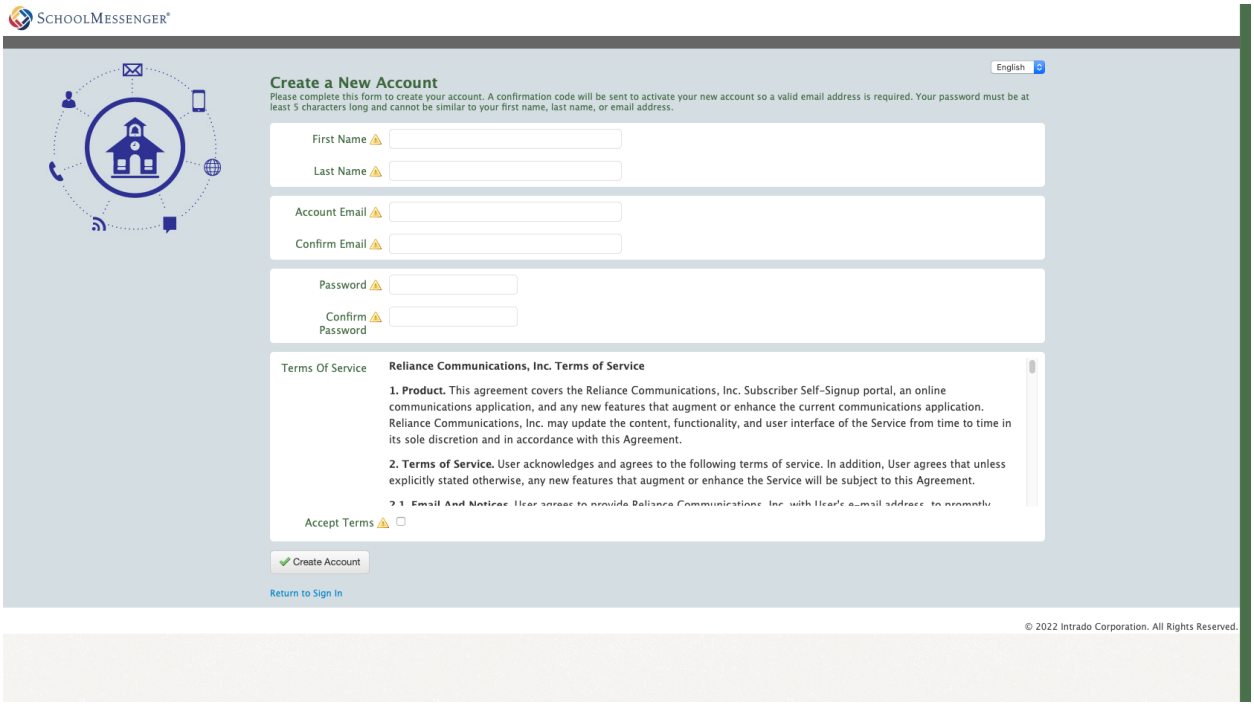
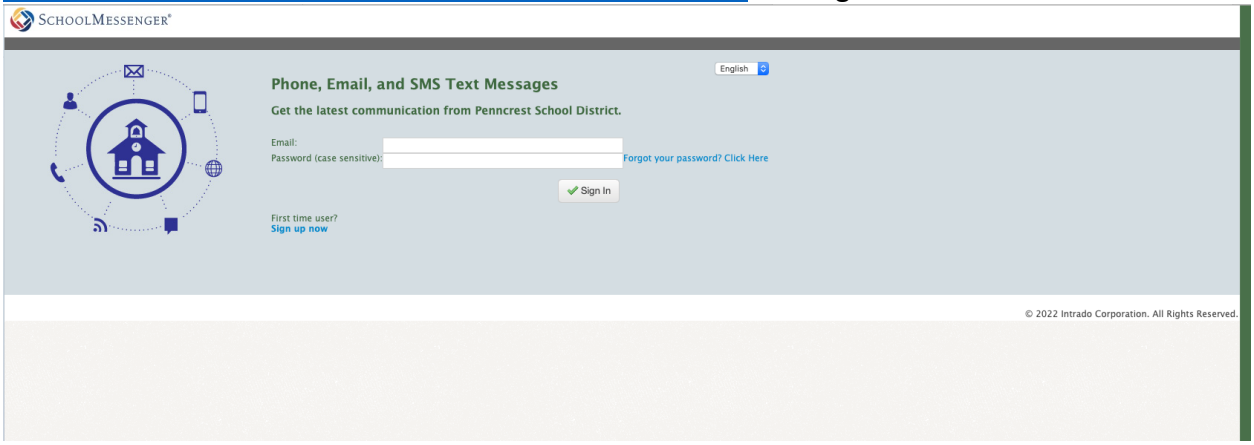
School Messenger

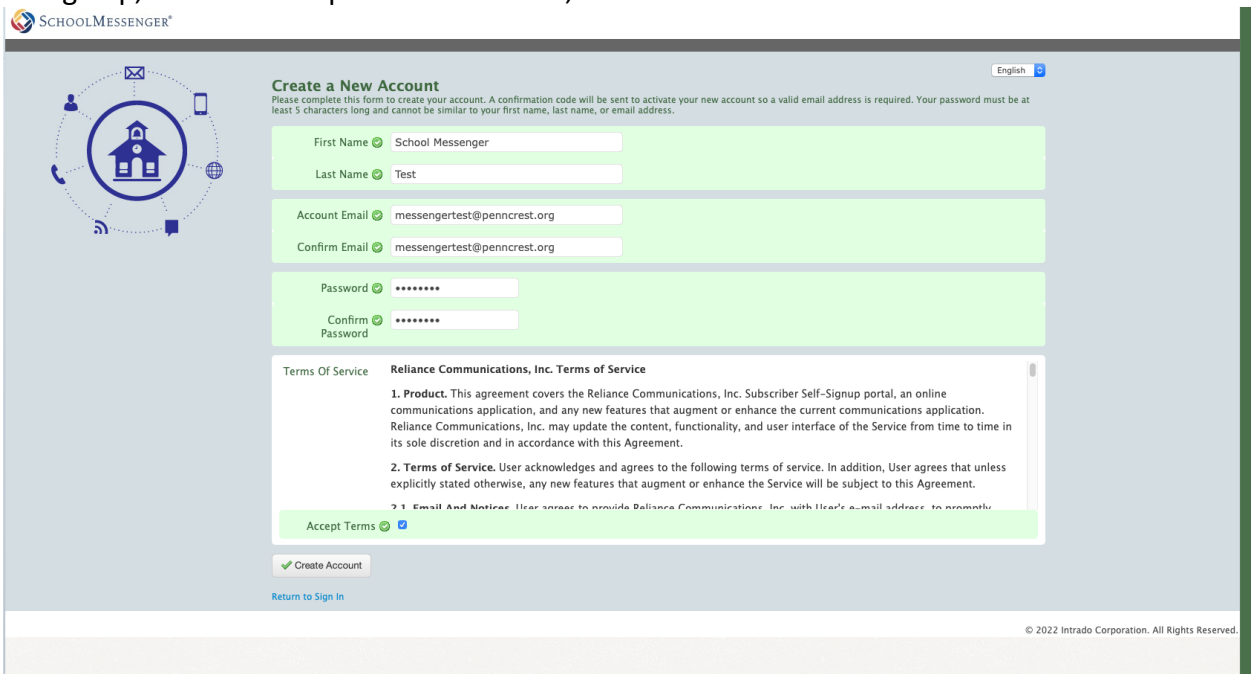
1. Go to https://asp.schoolmessenger.com/penncrest/subscriber/newsubscriber.php to create an account.



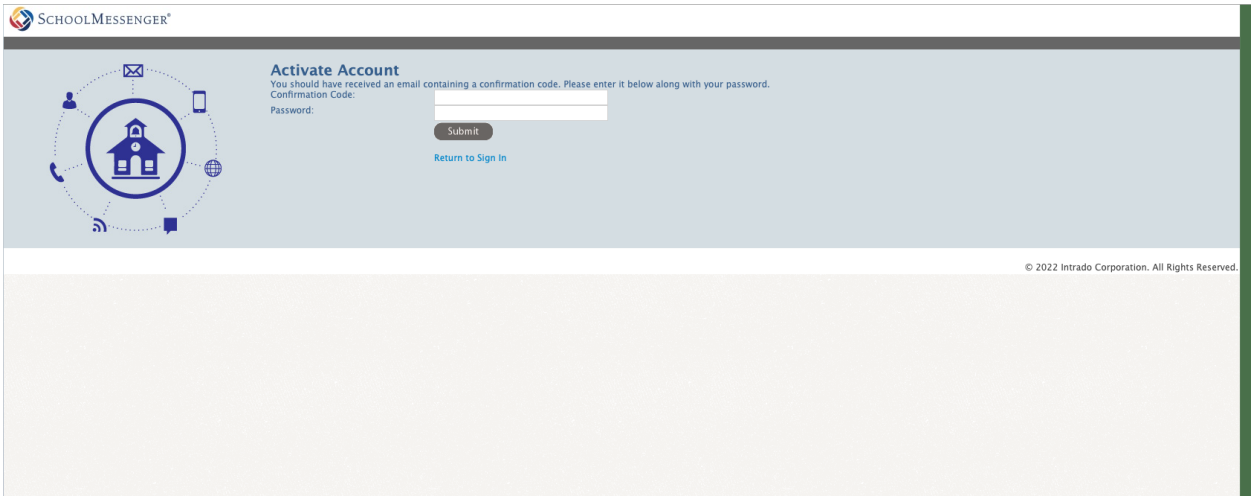
2. If you already have an account, go to https://asp.schoolmessenger.com/penncrest/subscriber/ and login.



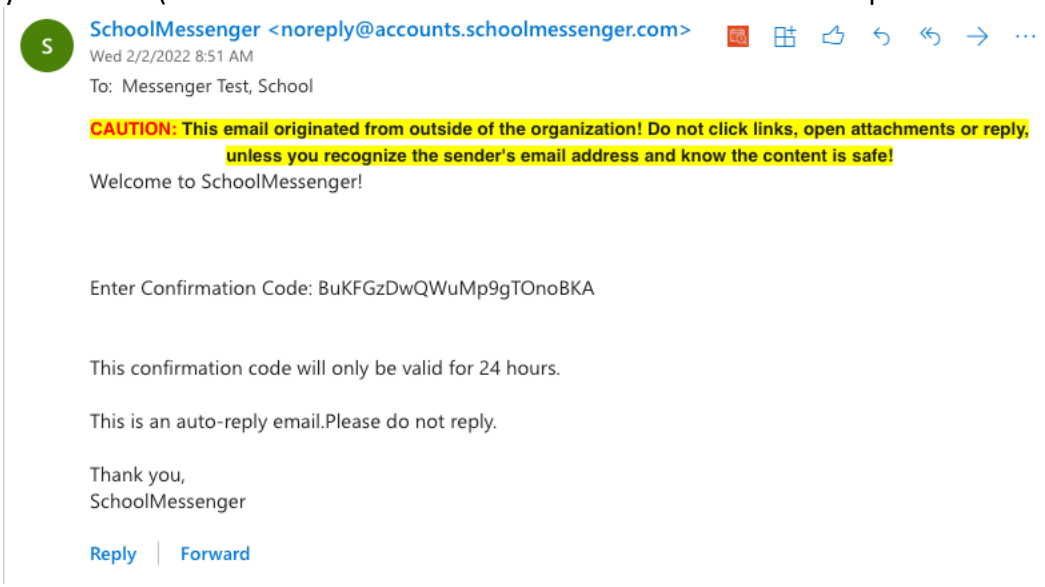
3. To sign up, fill out the required information, and click on Create Account.



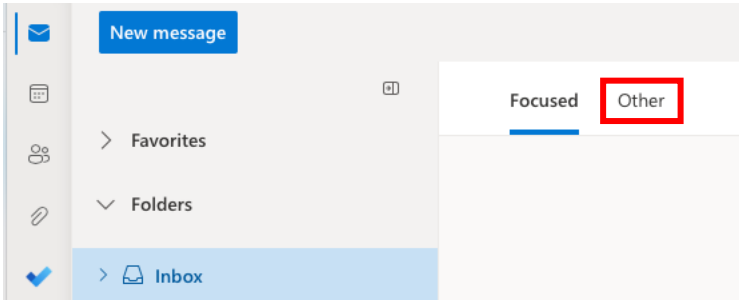
4. You will then need to login to the email you used to sign up with (can be PENNCREST or a personal email account) to retrieve a confirmation code. **DO NOT** close out of this window.



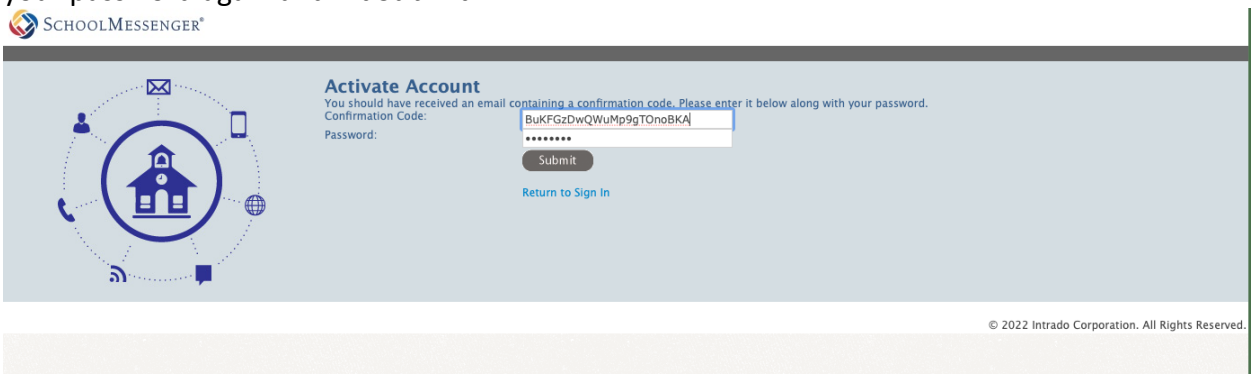
5. If you used your PENNCREST email account, go to http://mail.penncrest.org in a web browser. In a few short minutes, you should receive the confirmation code email in your Inbox. (Your confirmation code will be different than the one pictured below.)



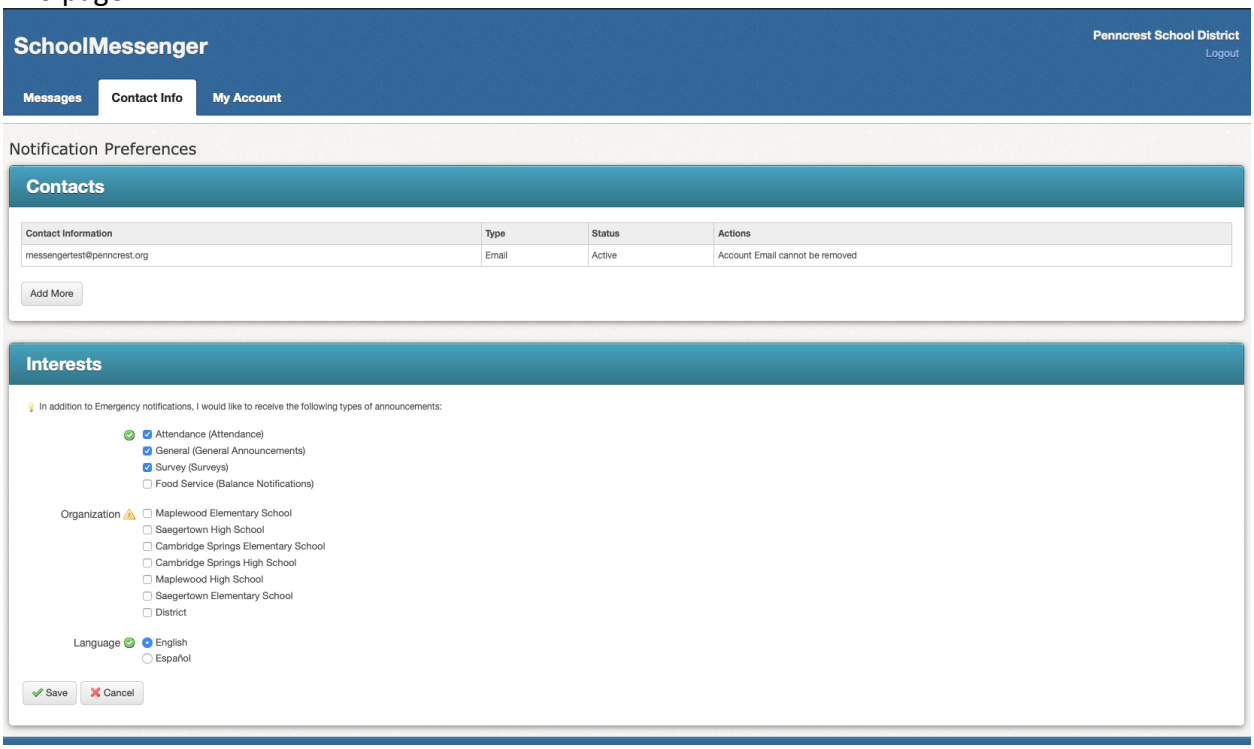
6. You may need to click on the Other tab in your Inbox to retrieve the confirmation code email.



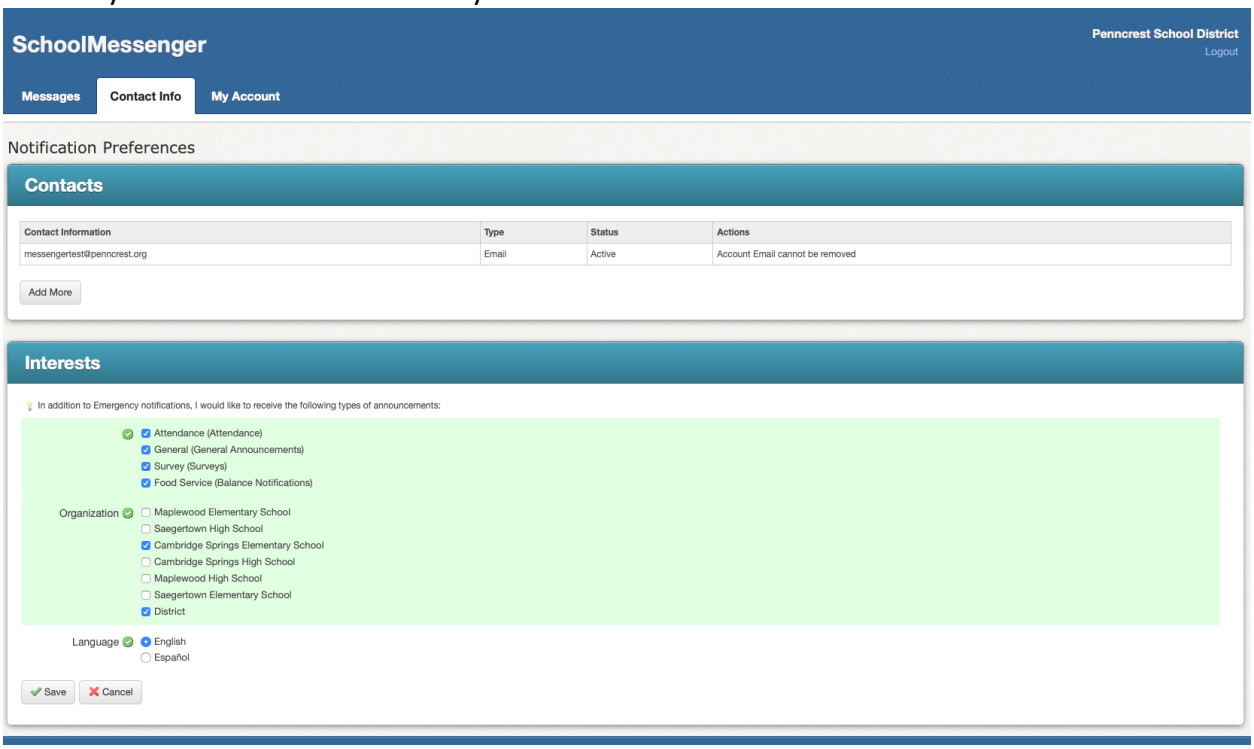
7. Copy and paste the confirmation code in the browser window you left open and type in your password again and hit Submit.



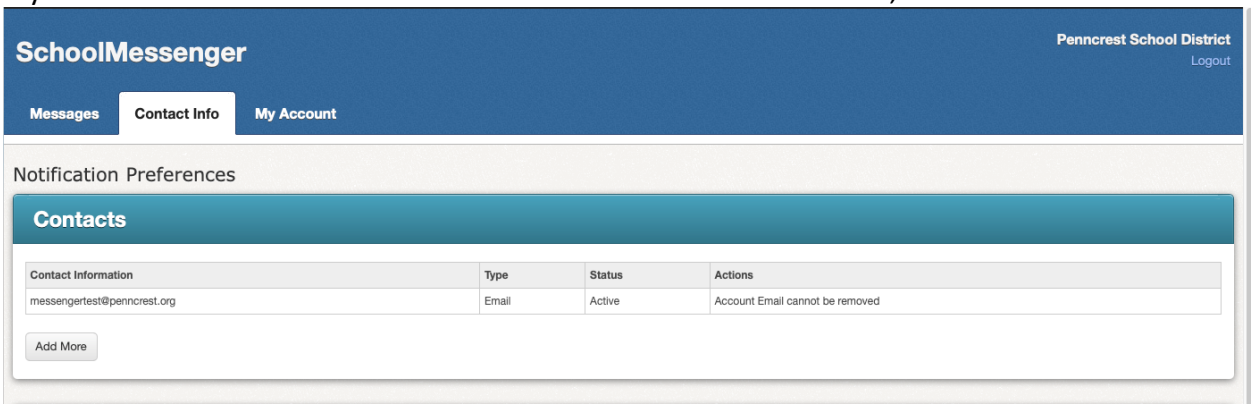
8. You will then be logged into the School Messenger system and redirected to the Contact Info page.



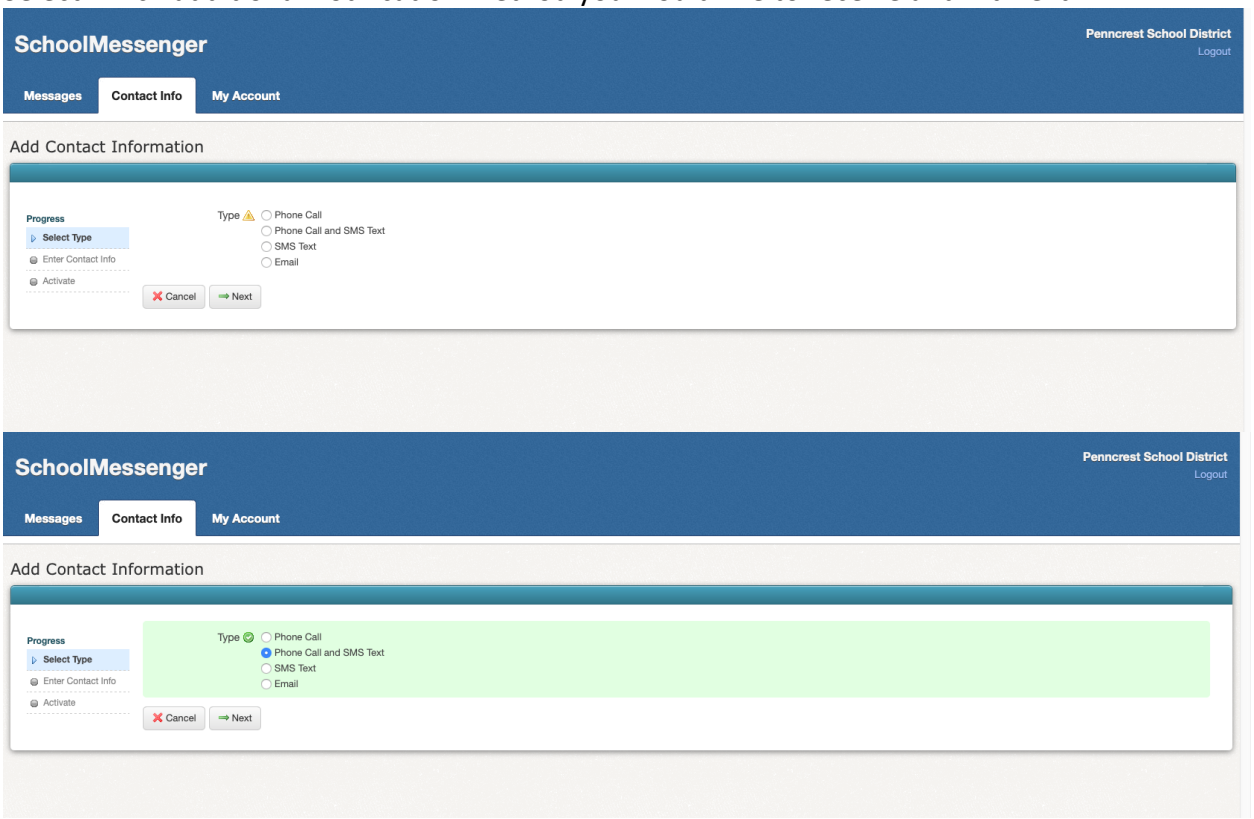
9. Select all 4 notification announcement types and then select District and whichever schools you would like to receive any notifications for and hit Save.



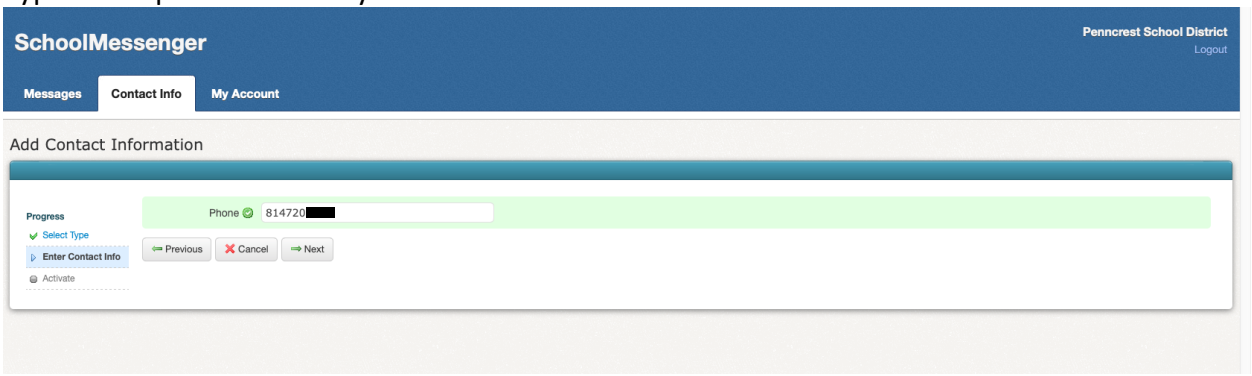
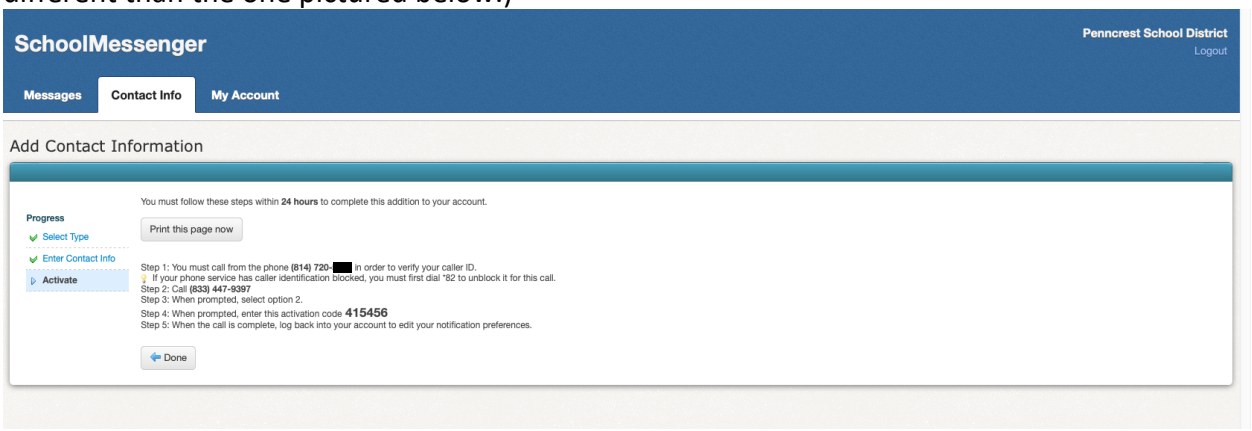
10. If you would like to add other notification methods other than email, click on Add more.



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



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



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.)