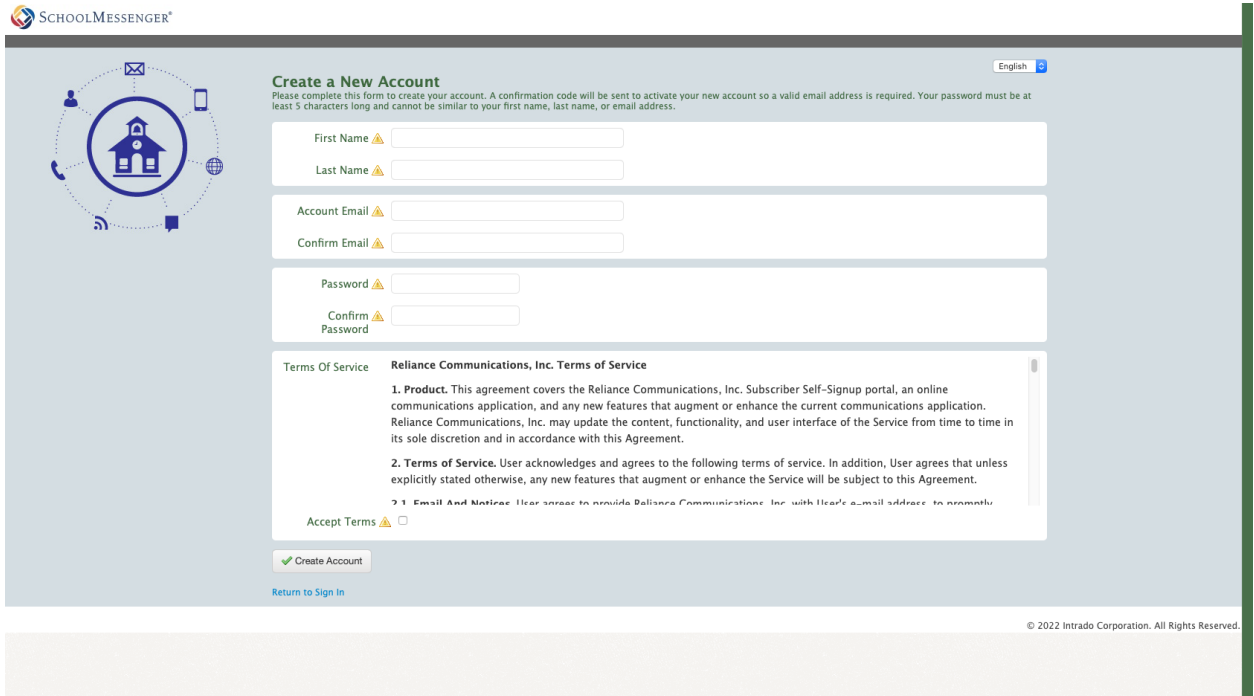


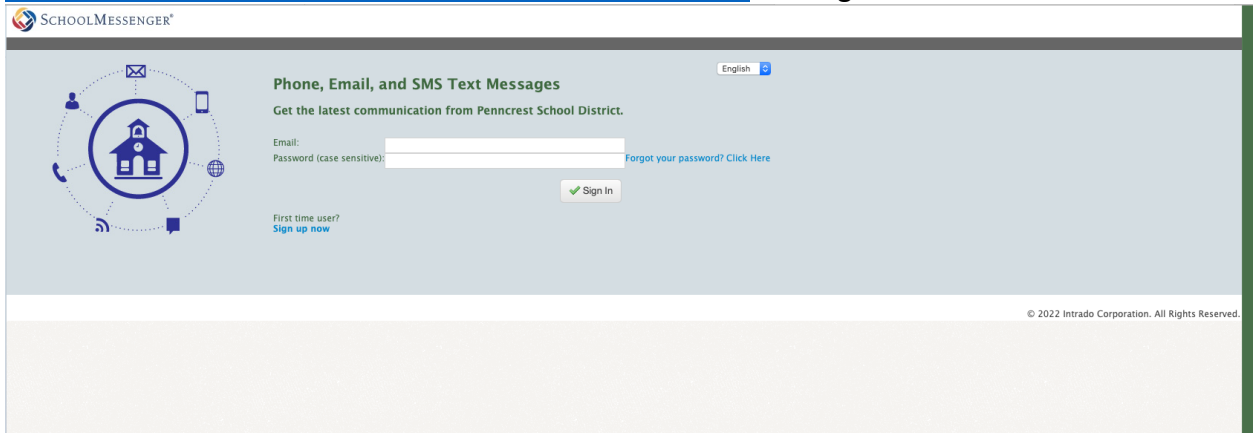
School Messenger

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



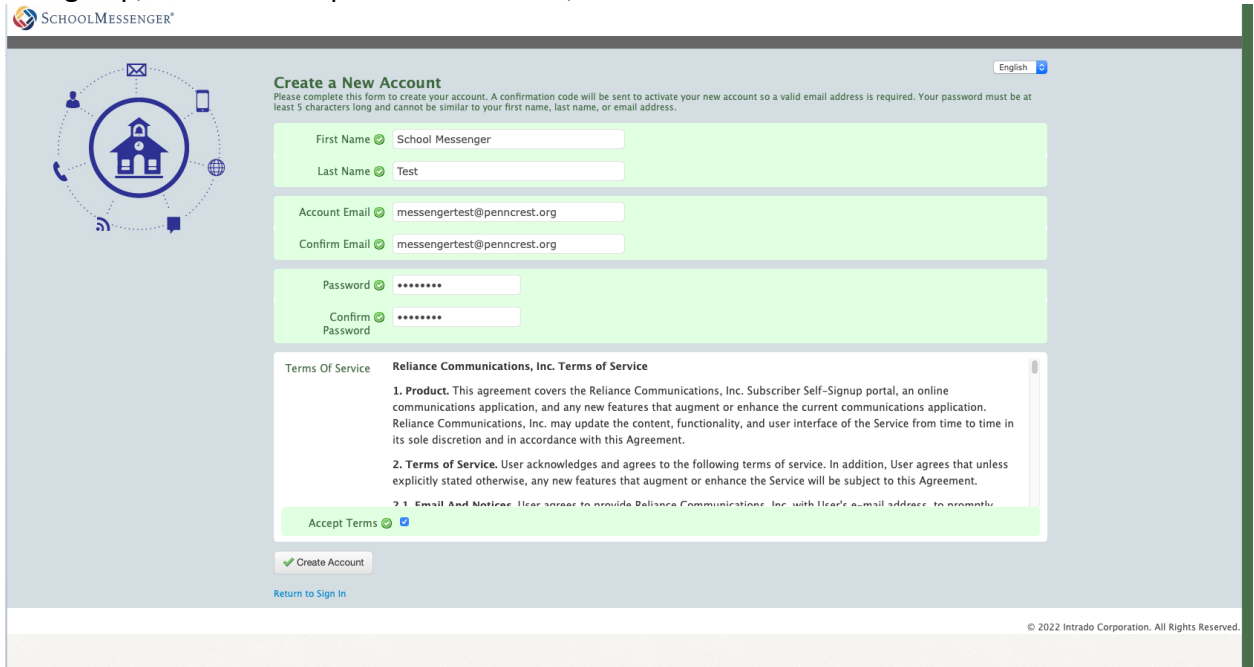
The screenshot shows the 'Create a New Account' page for School Messenger. On the left is a circular icon with a schoolhouse in the center, surrounded by icons for a person, a phone, a mail envelope, a smartphone, and a globe. The main heading is 'Create a New Account'. Below it is a sub-heading: 'Please 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.' The form contains several input fields: 'First Name', 'Last Name', 'Account Email', 'Confirm Email', 'Password', and 'Confirm Password'. Each field has a small yellow warning triangle icon to its left. Below the form is a 'Terms Of Service' section with the heading 'Reliance Communications, Inc. Terms of Service'. It contains two paragraphs of text. The first paragraph describes the product as an online communications application. The second paragraph describes the terms of service, stating that the user agrees to the terms and that the service may be updated. Below the terms is an 'Accept Terms' checkbox. At the bottom of the form is a green 'Create Account' button and a blue 'Return to Sign In' link. The footer of the page reads '© 2022 Intrado Corporation. All Rights Reserved.'

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



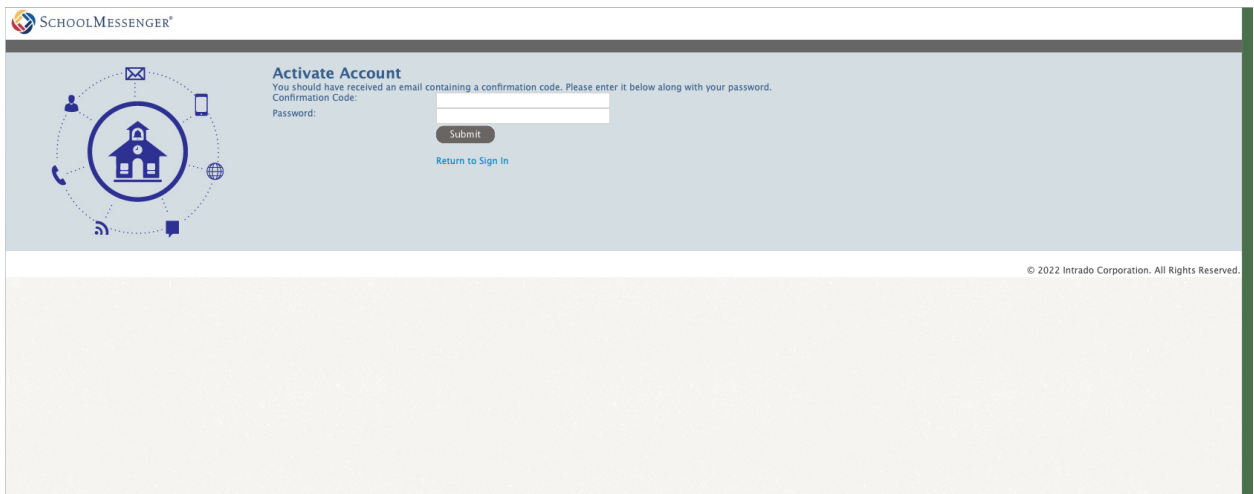
The screenshot shows the 'Phone, Email, and SMS Text Messages' login page for School Messenger. On the left is the same circular icon as in the previous screenshot. The main heading is 'Phone, Email, and SMS Text Messages'. Below it is a sub-heading: 'Get the latest communication from Penncrest School District.' The form contains two input fields: 'Email:' and 'Password (case sensitive):'. To the right of the password field is a blue link that says 'Forgot your password? Click Here'. Below the form is a green 'Sign In' button. At the bottom of the form is a blue link that says 'First time user? Sign up now'. The footer of the page reads '© 2022 Intrado Corporation. All Rights Reserved.'

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



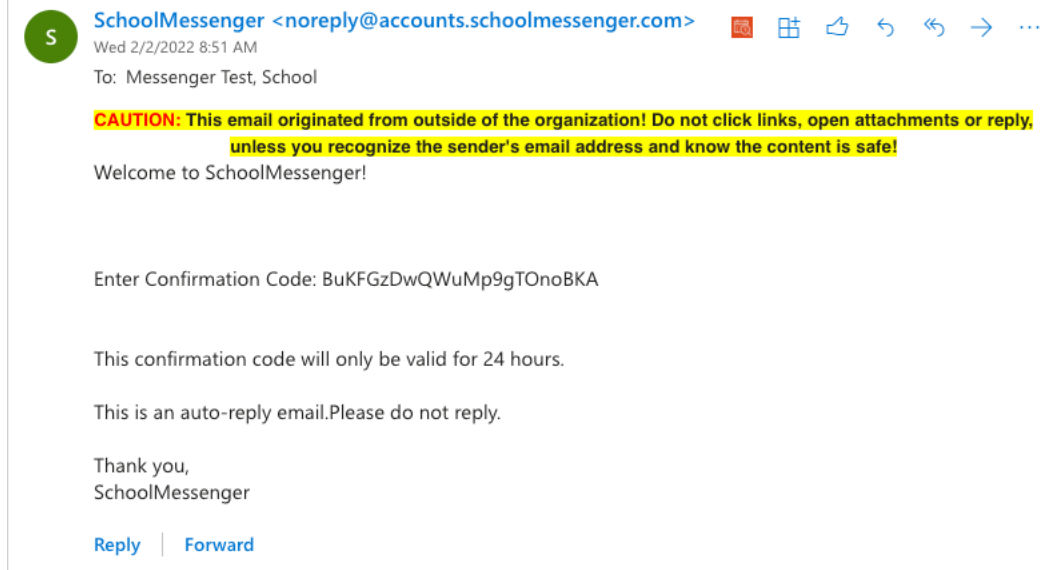
The screenshot shows the 'Create a New Account' page for SchoolMessenger. On the left is a circular logo with a schoolhouse icon and icons for a person, envelope, smartphone, and globe. The main content area has a header 'Create a New Account' with a sub-note: 'Please complete this form to create your 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.' Below this are several input fields: 'First Name' (School Messenger), 'Last Name' (Test), 'Account Email' (messengertest@penncrest.org), 'Confirm Email' (messengertest@penncrest.org), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). Each field has a green checkmark icon. Below the fields is a 'Terms Of Service' section titled 'Reliance Communications, Inc. Terms of Service' with two numbered paragraphs. At the bottom of the terms is an 'Accept Terms' checkbox with a blue checkmark. Below the terms is a green 'Create Account' button and a blue 'Return to Sign In' link. The footer contains the copyright notice '© 2022 Intrado Corporation. All Rights Reserved.'

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.

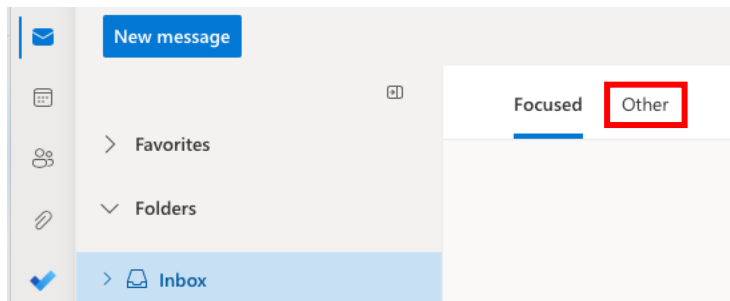


The screenshot shows the 'Activate Account' page for SchoolMessenger. On the left is the same circular logo as the previous page. The main content area has a header 'Activate Account' with a sub-note: 'You should have received an email containing a confirmation code. Please enter it below along with your password.' Below this are two input fields: 'Confirmation Code' and 'Password'. A 'Submit' button is positioned below the 'Confirmation Code' field. Below the submit button is a blue 'Return to Sign In' link. The footer contains the copyright notice '© 2022 Intrado Corporation. All Rights Reserved.'

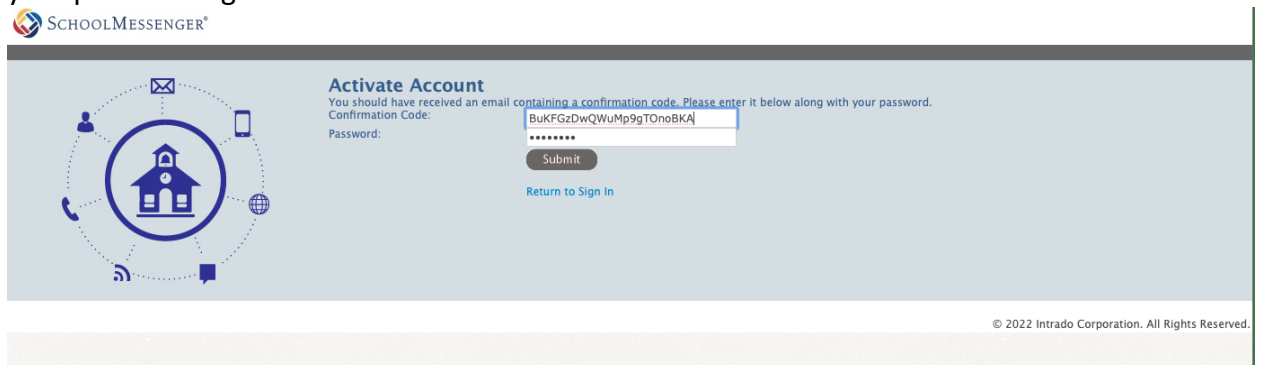
5. If you used your PENNCREST email account, go to <http://mail.penncrest.org> in a web browser. In a few short minutes, you should receive the confirmation code email in your Inbox. (Your confirmation code will be different than the one pictured below.)



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.

SchoolMessengerPenncrest School DistrictLogout

MessagesContact InfoMy Account

Notification Preferences

Contacts

Contact Information	Type	Status	Actions
messengerstest@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

SaveCancel

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.

SchoolMessengerPenncrest School DistrictLogout

MessagesContact InfoMy Account

Notification Preferences

Contacts

Contact Information	Type	Status	Actions
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Interests

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

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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

SaveCancel

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

SchoolMessenger Penncrest School District Logout

Messages **Contact Info** My Account

Notification Preferences

Contacts

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

Add More

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

SchoolMessenger Penncrest School District Logout

Messages **Contact Info** My Account

Add Contact Information

Progress

Select Type

Enter Contact Info

Activate

Type ☐ Phone Call
☐ Phone Call and SMS Text
☐ SMS Text
☐ Email

Cancel Next

SchoolMessenger Penncrest School District Logout

Messages **Contact Info** My Account

Add Contact Information

Progress

Select Type

Enter Contact Info

Activate

Type ☐ Phone Call
☒ Phone Call and SMS Text
☐ SMS Text
☐ Email

Cancel Next

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

The screenshot shows the 'SchoolMessenger' interface for the 'Penncrest School District'. The user is on the 'Contact Info' tab. A progress bar at the top indicates the current step is 'Phone', which is highlighted in green. Below the progress bar, the 'Phone' field contains the number '814720-XXXX'. To the left of the field are three steps: 'Select Type' (completed), 'Enter Contact Info' (current), and 'Activate' (pending). To the right of the field are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted in green.

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 the 'Penncrest School District'. The user is on the 'Contact Info' tab. A progress bar at the top indicates the current step is 'Activate', which is highlighted in green. Below the progress bar, the 'Activate' field contains the activation code '415456'. To the left of the field are three steps: 'Select Type' (completed), 'Enter Contact Info' (current), and 'Activate' (pending). To the right of the field are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted in green. Below the progress bar, there is a section titled 'You must follow these steps within 24 hours to complete this addition to your account.' with a 'Print this page now' button. The steps are: Step 1: You must call from the phone (814) 720-XXXX 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 at the bottom.