

SchoolMessenger Information Sheet

Our school district uses the SchoolMessenger Notification System to provide timely communication to parents, staff, subs, and community members on matters such as attendance, general interest activities, delays/closings, and school and district emergencies. Please follow the setup below that applies to your situation:

All KV Parents and Staff with children in our schools:

Your contact information will be setup in Skyward Family Access. Please go to Family Access and navigate to the Skylert tab along the left side. A window will open up where you will be allowed to enter phone numbers for calling, email addresses, and several numbers for texting. This allows you to have complete control over how you receive your district notifications and cancellations. It can be updated by you whenever you have a change. Just be sure to click the SAVE button after updates have been made.

Staff Members without Skyward Accounts and no children at KV:

You must be added manually, so please call Shannon Scheurich at 219-956-3143 EXT 2093.

Staff Members with Skyward Accounts (and no children in our schools):

In order for you to receive those calls, it is now your responsibility to create your own contact profile using the SchoolMessenger app. The steps are listed below, but you must first create the account and then add the numbers you want called or a text sent to. Please complete this as soon as possible to avoid missing any delay or closing calls.

Steps for Staff (without children) to setup accounts:

1. Go to the KV website (www.kv.k12.in.us). Click on "Staff" on the top right. Go down to the bottom of the menu to "Staff Skylert (SchoolMessenger) Login".
2. Click the blue SIGN UP link at the very bottom of the page.
3. You will be taken to the Sign Up page where you will need to enter your school email address, and a password. Click the blue Sign Up box. (If it says that you already have an account, click the forgot password button.)
4. You will now need to check your email and verify your account. You will be instructed to click on the link in the email to continue. Note: This link will expire.
5. The link will take you to the Login page. Use the credentials you just set up in Step 3 and click Log in.
6. It will ask you if it's ok to call you at the number listed. Click the down arrow and Choose yes. Then SAVE.
7. On the upper left, Click on the 3 bars icon – go down to Preferences. (If it is not there, log out and then log back in. It may take several successful logins before it shows up.) Then try again.
8. Preferences is where you will set up your call preferences. Under My contact information, click on your phone number. Set up your options for each call type. Save – then go back to your email address and set up those preferences – Save.
9. When all updates are complete, SAVE at the bottom. (FYI – we did not purchase the ability to create or join groups.)

Your account is now complete. Any time you need to change or add phone numbers to your account, simply go to the KV website – and follow Step 1 from above.

Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.

If you have any questions, please call me any time at (219) 956-3143, extension 2093.

Shannon Scheurich
Kankakee Valley IT Department
Data Specialist