

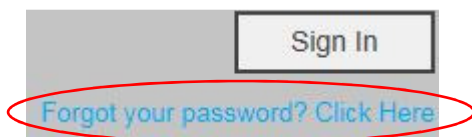
## School Messenger Password Setup

SchoolMessenger allows you to send e-mail broadcasts to your students and their parents. You will need to setup a password prior to using the system.

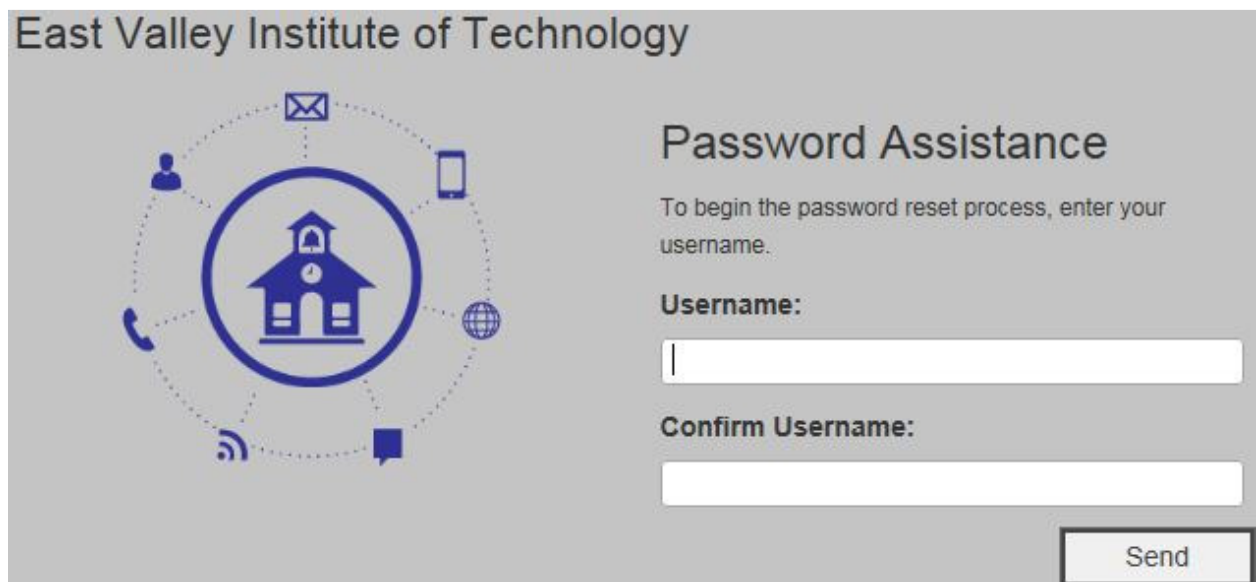
1. In the ZENworks window, click on the School Messenger shortcut



2. This will take you to the SchoolMessenger Login page in your web browser. You will need to create a password before you can use the system. Click on the "Forgot your password? Click Here" link




3. This will direct you to a Password Assistance page. You will need to enter your username (first initial and last name), confirm it, and then click on the Send button.

The image shows the 'Password Assistance' page for East Valley Institute of Technology. On the left, there is a circular graphic with a schoolhouse icon in the center, surrounded by various communication icons like an envelope, a smartphone, a globe, a speech bubble, and a Wi-Fi symbol. On the right, the text reads 'Password Assistance' followed by 'To begin the password reset process, enter your username.' Below this are two input fields: 'Username:' and 'Confirm Username:'. A 'Send' button is located at the bottom right of the form area.

4. You will receive an e-mail from East Valley Institute of Technology with a subject of "Reset Password." Open the e-mail and click on the first link underneath the words "Please click the link to reset your password."

- This will direct you back to the Password Assistance page. Enter your new password, confirm it, and click on the Continue button.

East Valley Institute of Technology



## Password Assistance

You should receive an email containing a confirmation code shortly. Please enter the confirmation code below along with your new password. Passwords cannot be similar to your first name, last name, or login. If you do not receive the email, please contact your System Administrator or call support for assistance.

**Confirmation Code:**

**New Password:**

**Confirm Password:**

Continue

- This will log you into the School Messenger website.