

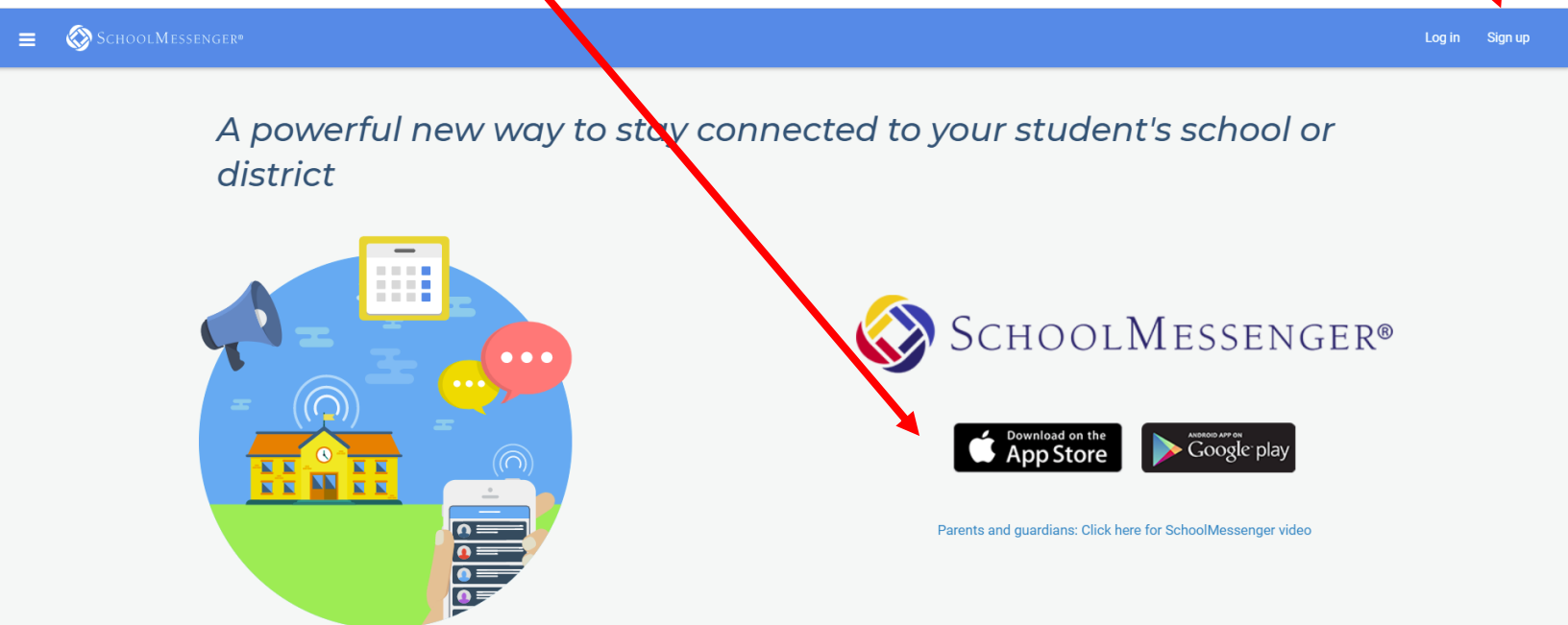
Union Catholic has implemented School Messenger, our new platform for communicating with parents and guardians. This platform will be used for: Emergency Messages, School Closings, and General Updates.

Please follow these directions for setting up your account, so that you may begin receiving messages.

STEP #1


Go to go.schoolmessenger.com

- If you are using a computer to set up your account, click on **SIGN UP**
- If you are using a phone to set up your account, download the **School Messenger app**



Log in Sign up

A powerful new way to stay connected to your student's school or district

 SCHOOLMESSENGER®

Download on the App Store

ANDROID APP ON Google play

Parents and guardians: [Click here for SchoolMessenger video](#)

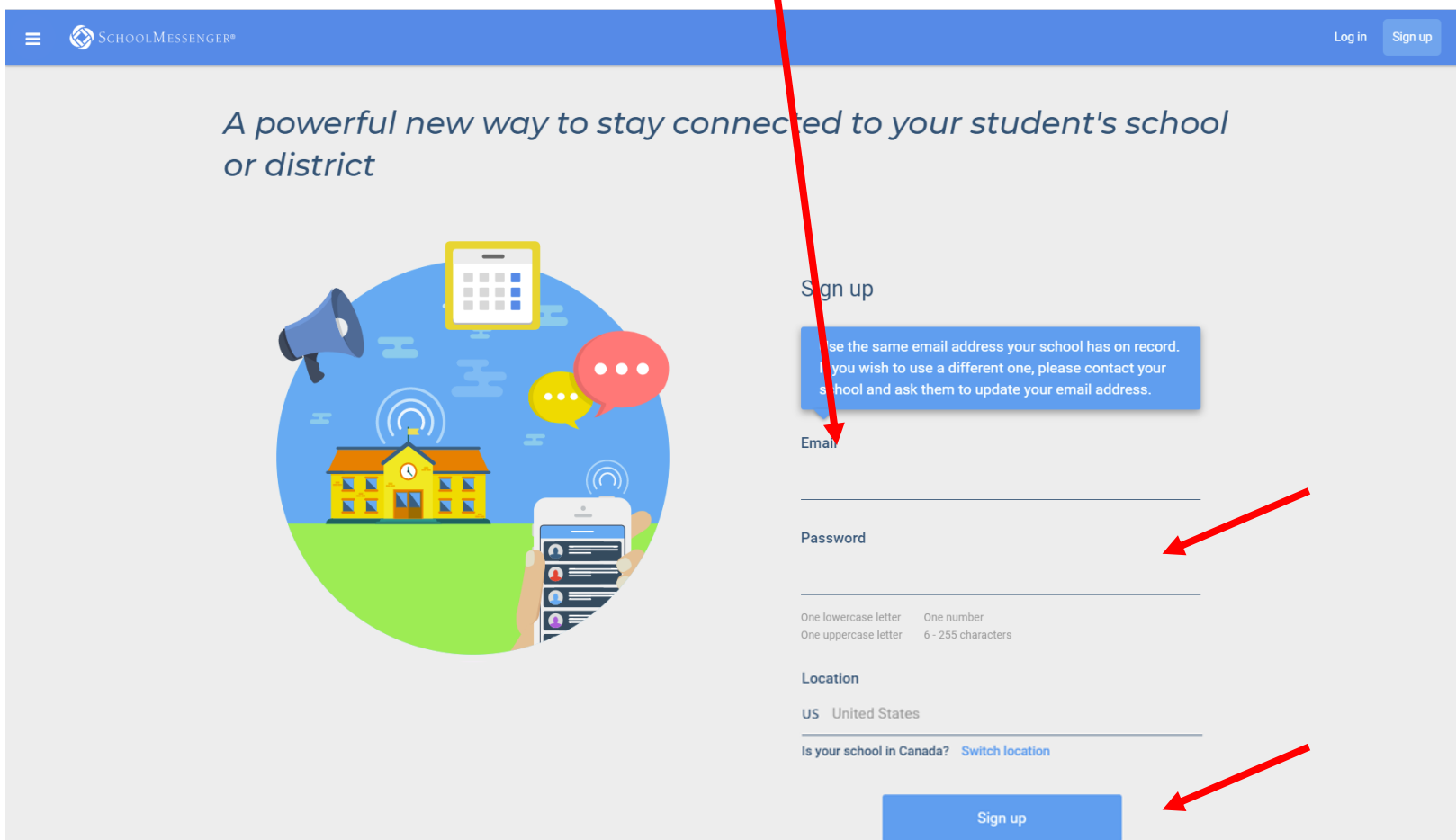
STEP #2

Enter your email and create a password

- Your email **MUST** be the one that is on file with UC. If you do not know the email on file contact Dr. Piasecki at kpiasecki@unioncatholic.org.
- You will be able to add additional emails once your account is set up.
- Store your password somewhere safe, for future reference.

Click **SIGN UP**

Your screen will then say *Creating Account*



The screenshot shows the School Messenger sign-up page. At the top, there is a blue header with the School Messenger logo and navigation links for 'Log in' and 'Sign up'. Below the header, a large blue circle contains an illustration of a school building, a megaphone, a calendar, speech bubbles, and a smartphone. To the right of the illustration is the 'Sign up' form. The form includes a text box with instructions: 'Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.' Below this are three input fields: 'Email', 'Password', and 'Location'. The 'Password' field has a small text box below it with requirements: 'One lowercase letter', 'One number', 'One uppercase letter', and '6 - 255 characters'. The 'Location' field is currently set to 'US United States' and has a link for 'Switch location' if the user is in Canada. At the bottom of the form is a blue 'Sign up' button. Three red arrows point to the 'Email' field, the 'Password' field, and the 'Sign up' button.

Log in Sign up

A powerful new way to stay connected to your student's school or district

Sign up

Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.

Email

Password

One lowercase letter One number
One uppercase letter 6 - 255 characters

Location

US United States

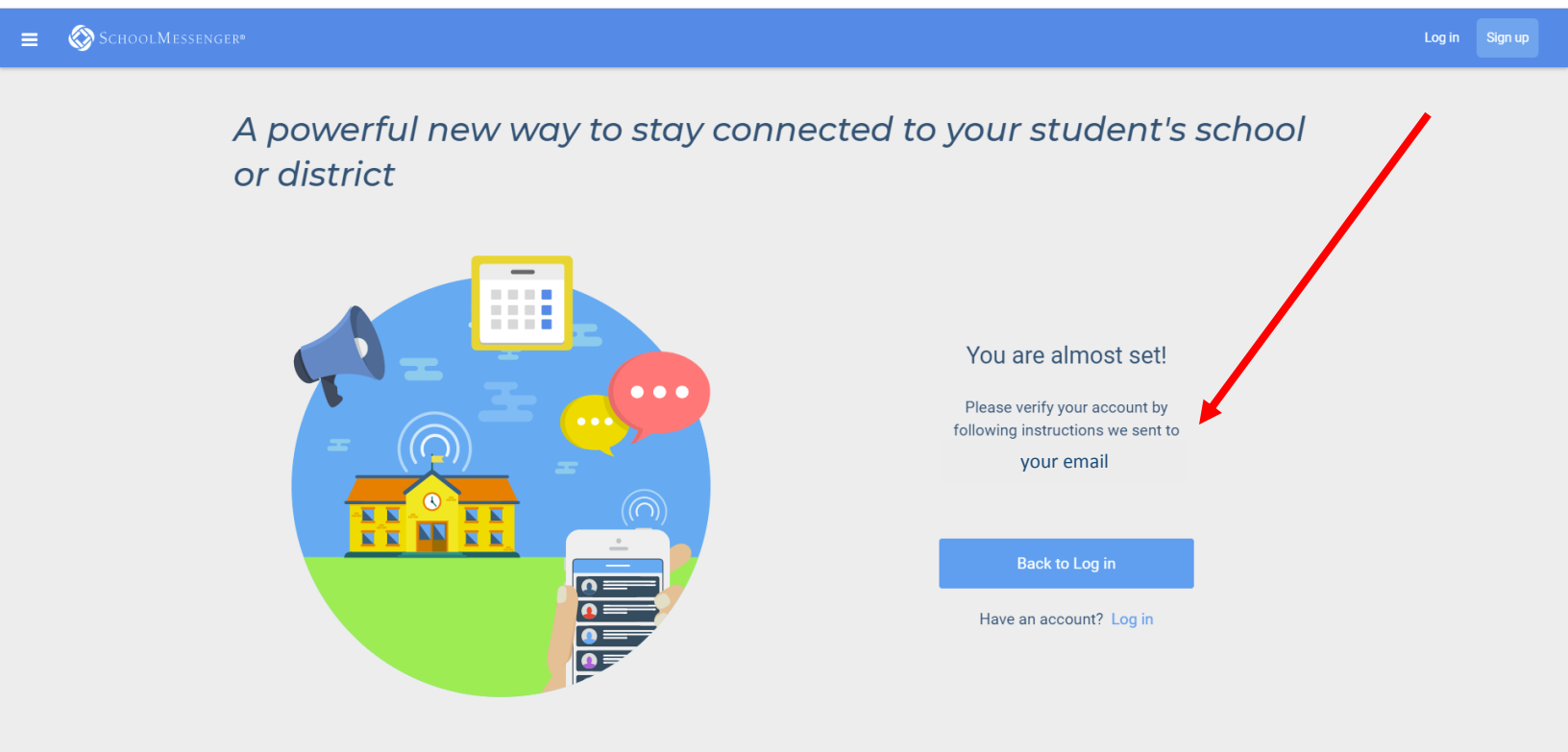
Is your school in Canada? [Switch location](#)

Sign up

STEP #3

Once your account is created, you will see the message instructing you to check your email for account activation directions.

- You must log in within 24 hours of setting up your account or the link will expire.



☰ SCHOOLMESSENGER® Log in Sign up

A powerful new way to stay connected to your student's school or district

You are almost set!

Please verify your account by following instructions we sent to your email

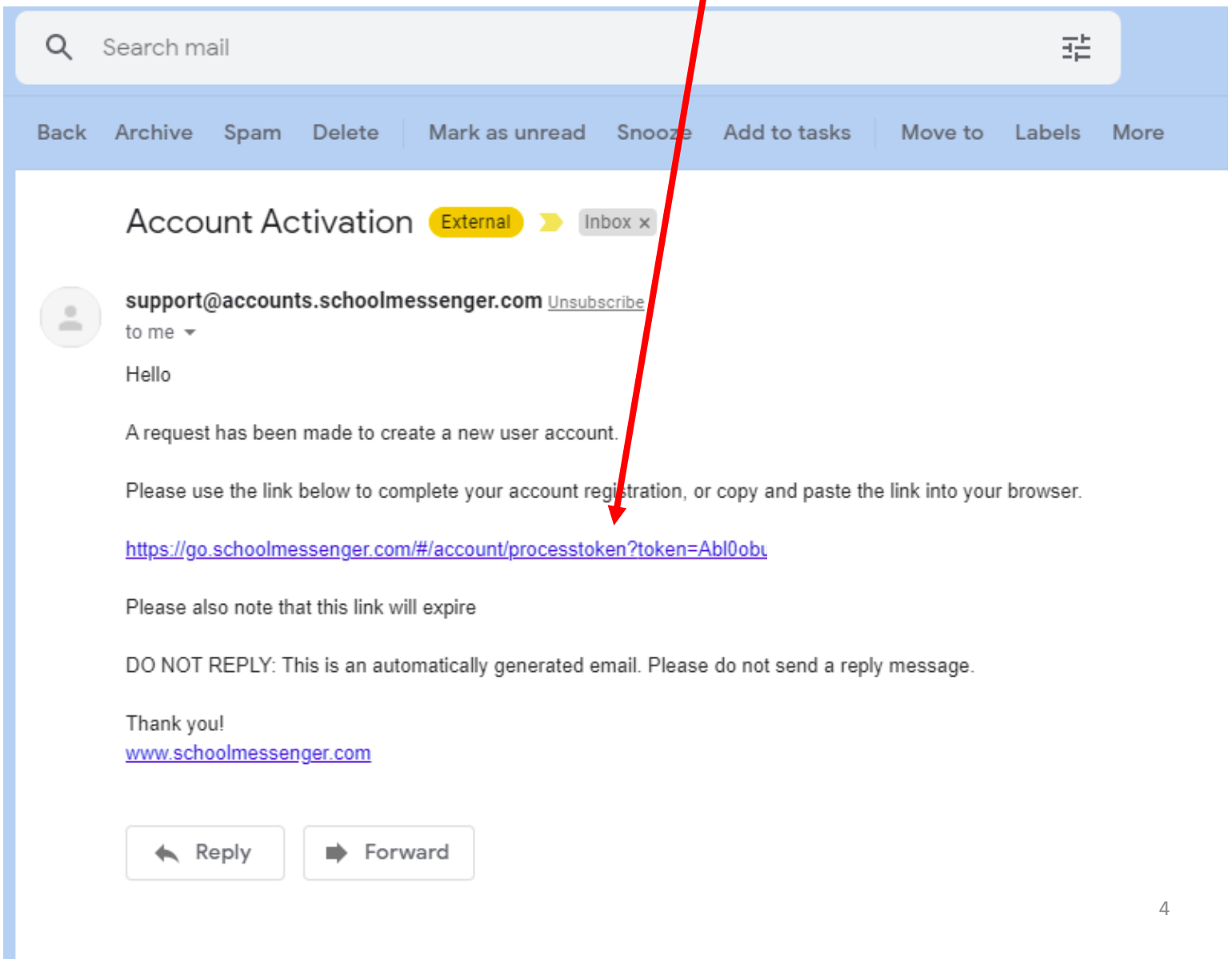
[Back to Log in](#)

Have an account? [Log in](#)

STEP #4

Your Account Activation email will be similar to the one below.

- You can click on the link in your email, or copy and paste it into your browser.
- You must log in within 24 hours of setting up your account or the link will expire.



Search mail

Back Archive Spam Delete Mark as unread Snooze Add to tasks Move to Labels More

Account Activation External Inbox x

support@accounts.schoolmessenger.com Unsubscribe
to me ▾

Hello

A request has been made to create a new user account.

Please use the link below to complete your account registration, or copy and paste the link into your browser.

<https://go.schoolmessenger.com/#/account/process/token?token=Abl0obu>

Please also note that this link will expire

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.

Thank you!
www.schoolmessenger.com

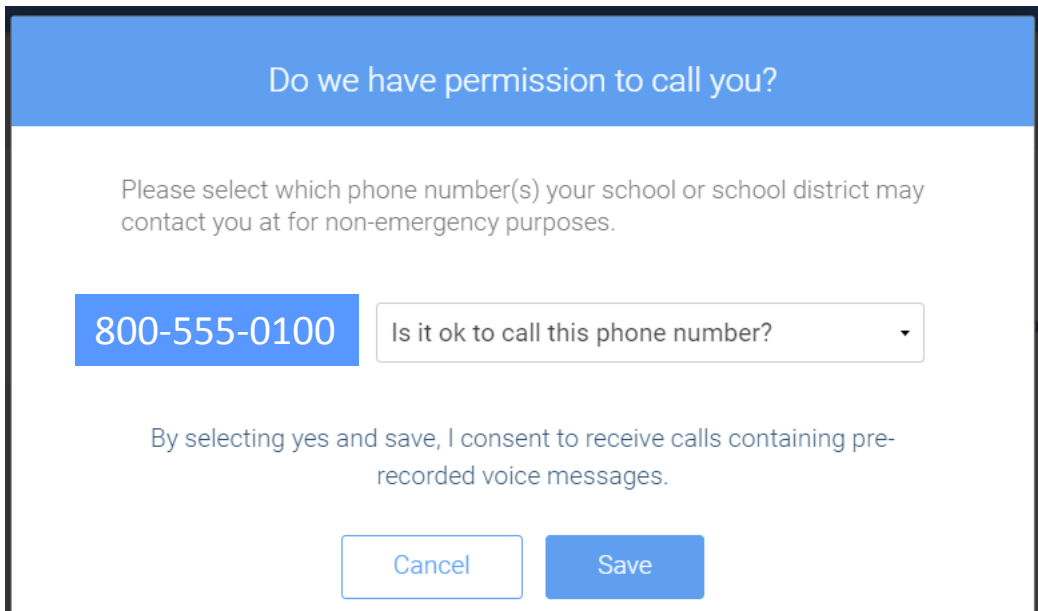
Reply Forward

STEP #5

After activating your account, you will see a pop-up asking for permission to call your phone with pre-recorded messages.

- You must select **Yes, it's ok...** from the drop down in order to receive Messenger calls from UC.

Click SAVE

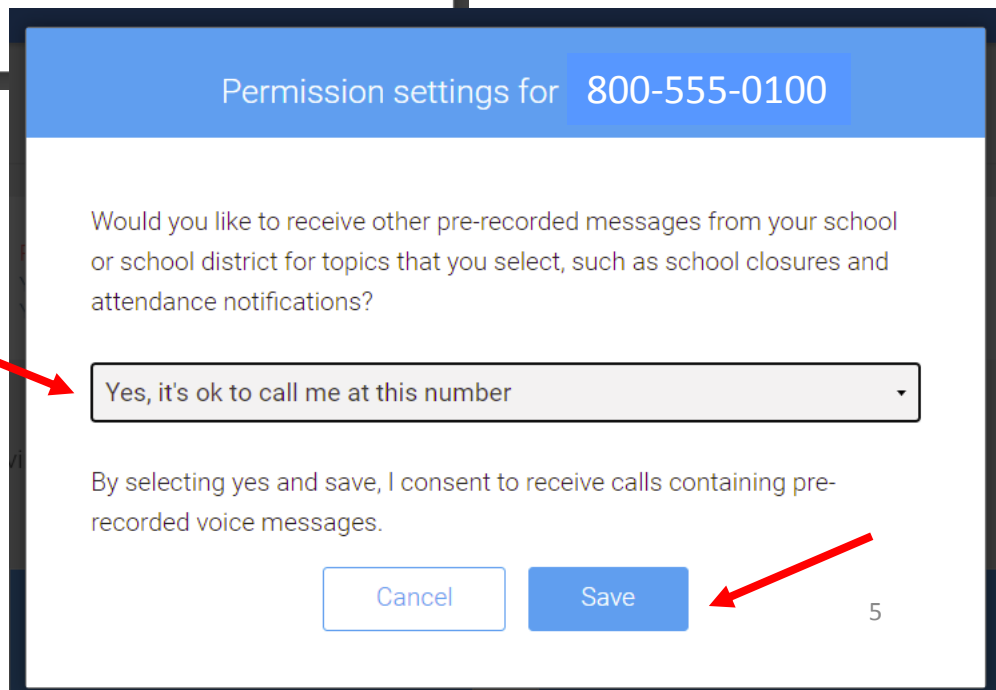


Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

800-555-0100

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.



Permission settings for 800-555-0100

Would you like to receive other pre-recorded messages from your school or school district for topics that you select, such as school closures and attendance notifications?

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

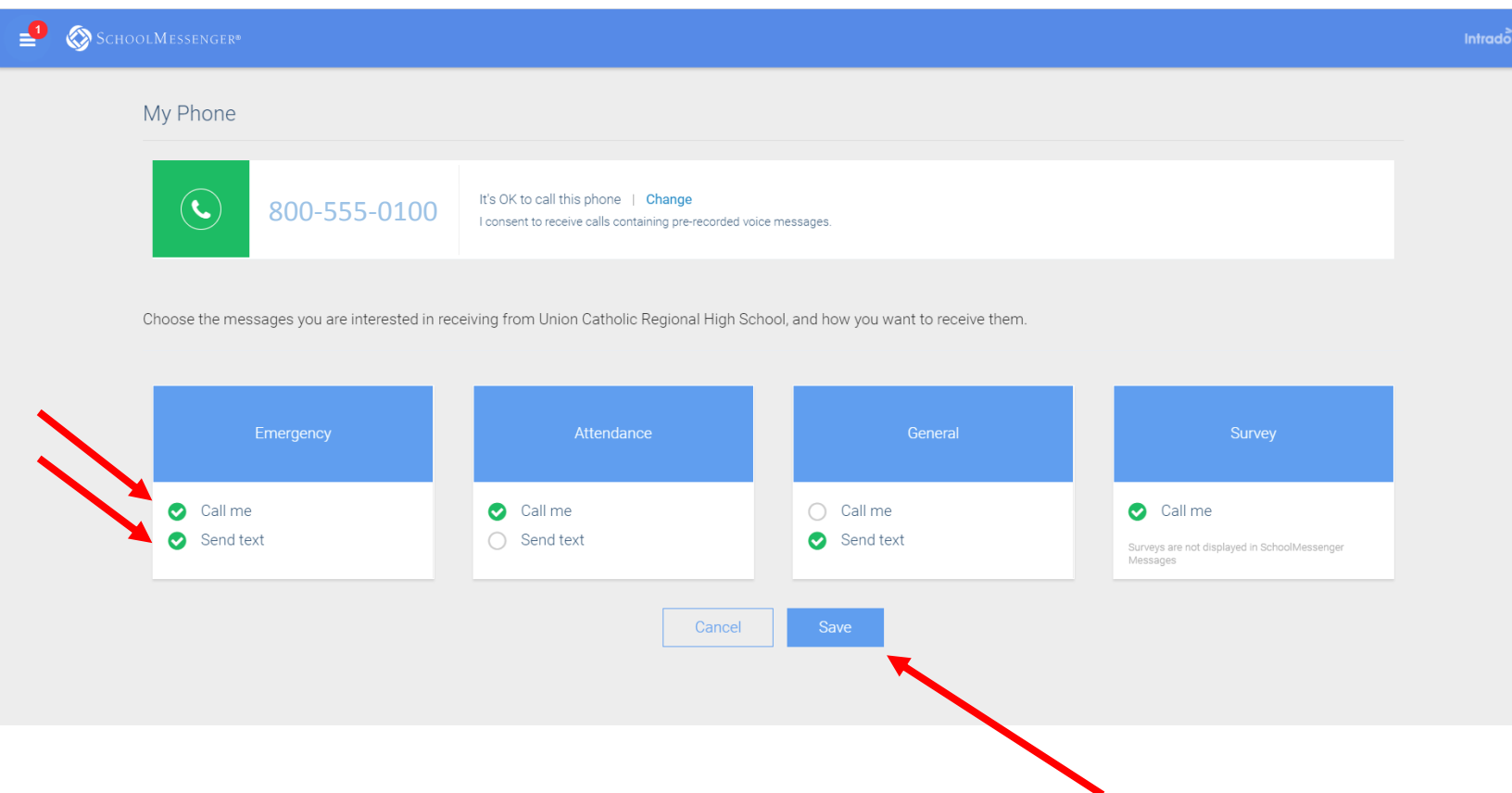
5

STEP #6

Choose which messages you wish to receive and the method of receipt.

- We strongly recommend you select both **CALL ME** and **SEND TEXT** for Emergency messages.
- You may choose either or both for the other options
- In the next screen you will be able to add additional phone numbers for notification.

Click **SAVE**



My Phone

800-555-0100

It's OK to call this phone | [Change](#)
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from Union Catholic Regional High School, and how you want to receive them.

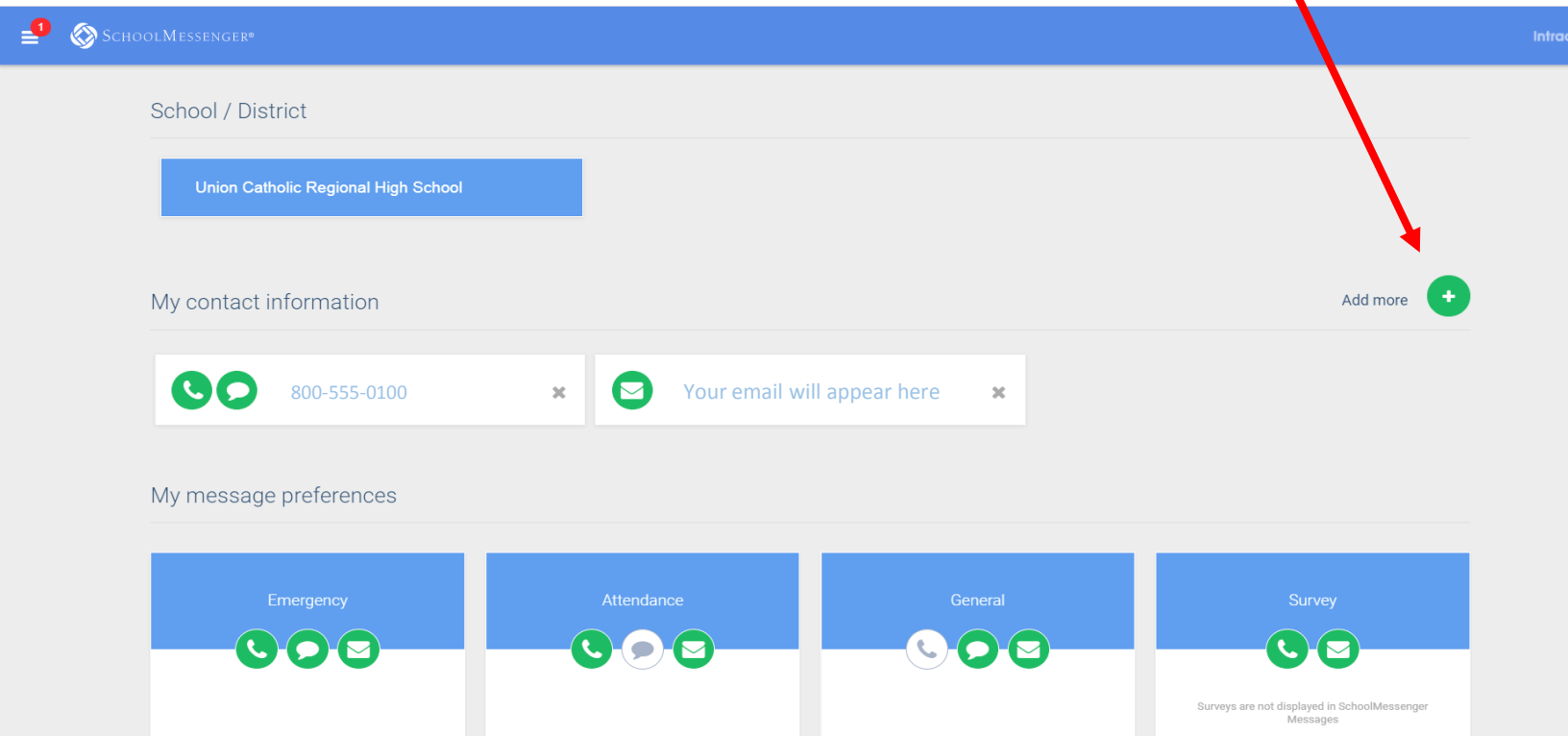
| Emergency | Attendance | General | Survey |
|--|---|---|---|
| <input checked="" type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text | <input checked="" type="checkbox"/> Call me <input type="checkbox"/> Send text | <input type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text | <input checked="" type="checkbox"/> Call me <small>Surveys are not displayed in SchoolMessenger Messages</small> |

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

STEP #7

Click on **ADD MORE** to enter additional phone numbers and emails

- Enter your data and **Click SAVE**



SCHOOLMESSENGER®

School / District

Union Catholic Regional High School

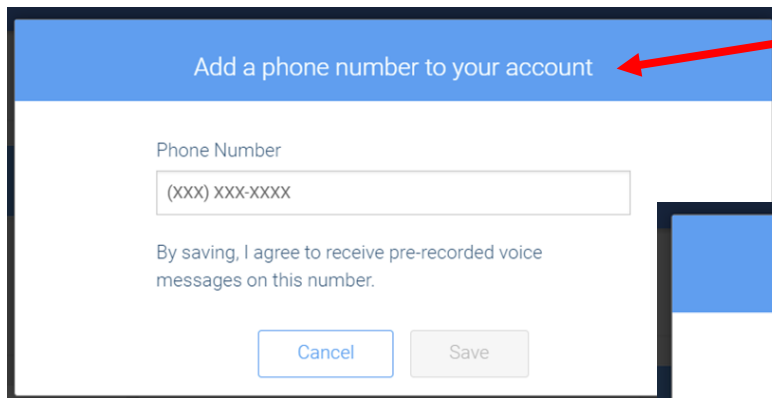
My contact information Add more +

800-555-0100 x Your email will appear here x

My message preferences

Emergency Attendance General Survey

Surveys are not displayed in SchoolMessenger Messages



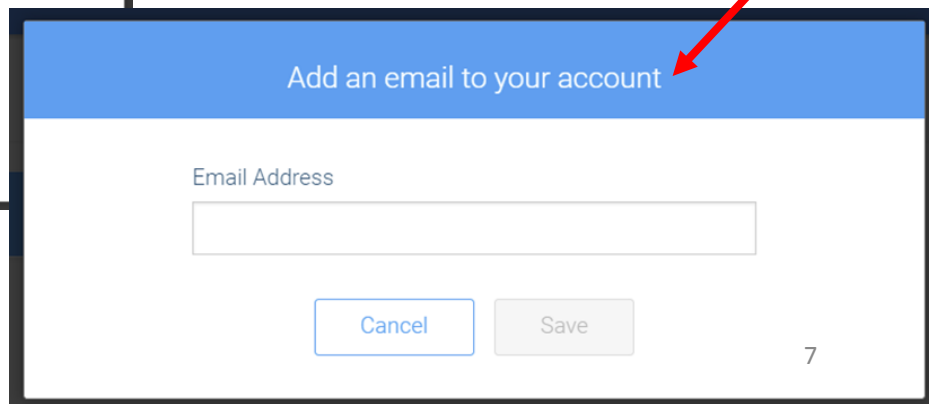
Add a phone number to your account

Phone Number

(xxx) xxx-xxxx

By saving, I agree to receive pre-recorded voice messages on this number.

Cancel Save



Add an email to your account

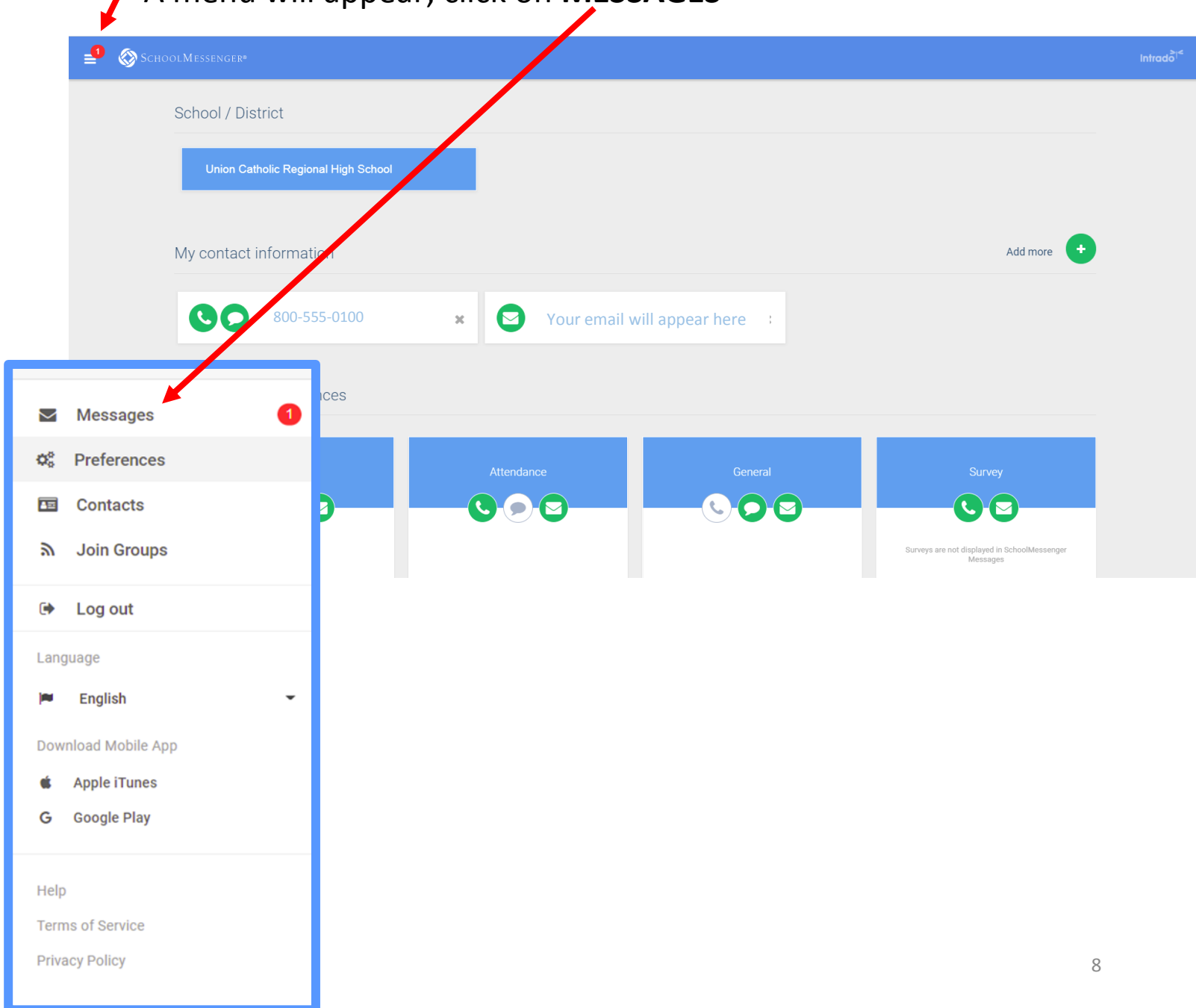
Email Address

Cancel Save

STEP #8

Once you have entered all your contact info, you can view any messages that have been sent

- Click on the **3 lines** in the upper left corner
- A menu will appear; click on **MESSAGES**



The screenshot displays the SchoolMessenger web interface. At the top left, there is a blue header bar with the SchoolMessenger logo and a notification icon (a red circle with the number 1) next to a hamburger menu icon (three horizontal lines). Below the header, the user's school is identified as "Union Catholic Regional High School". Underneath, there is a section for "My contact information" with a green plus icon labeled "Add more". Two contact cards are visible: one for a phone number "800-555-0100" and another for an email address "Your email will appear here". Below these, there are four blue buttons labeled "Attendance", "General", and "Survey", each with a green plus icon and a set of communication icons (phone, chat, email). The "Survey" button has a note below it: "Surveys are not displayed in SchoolMessenger Messages".

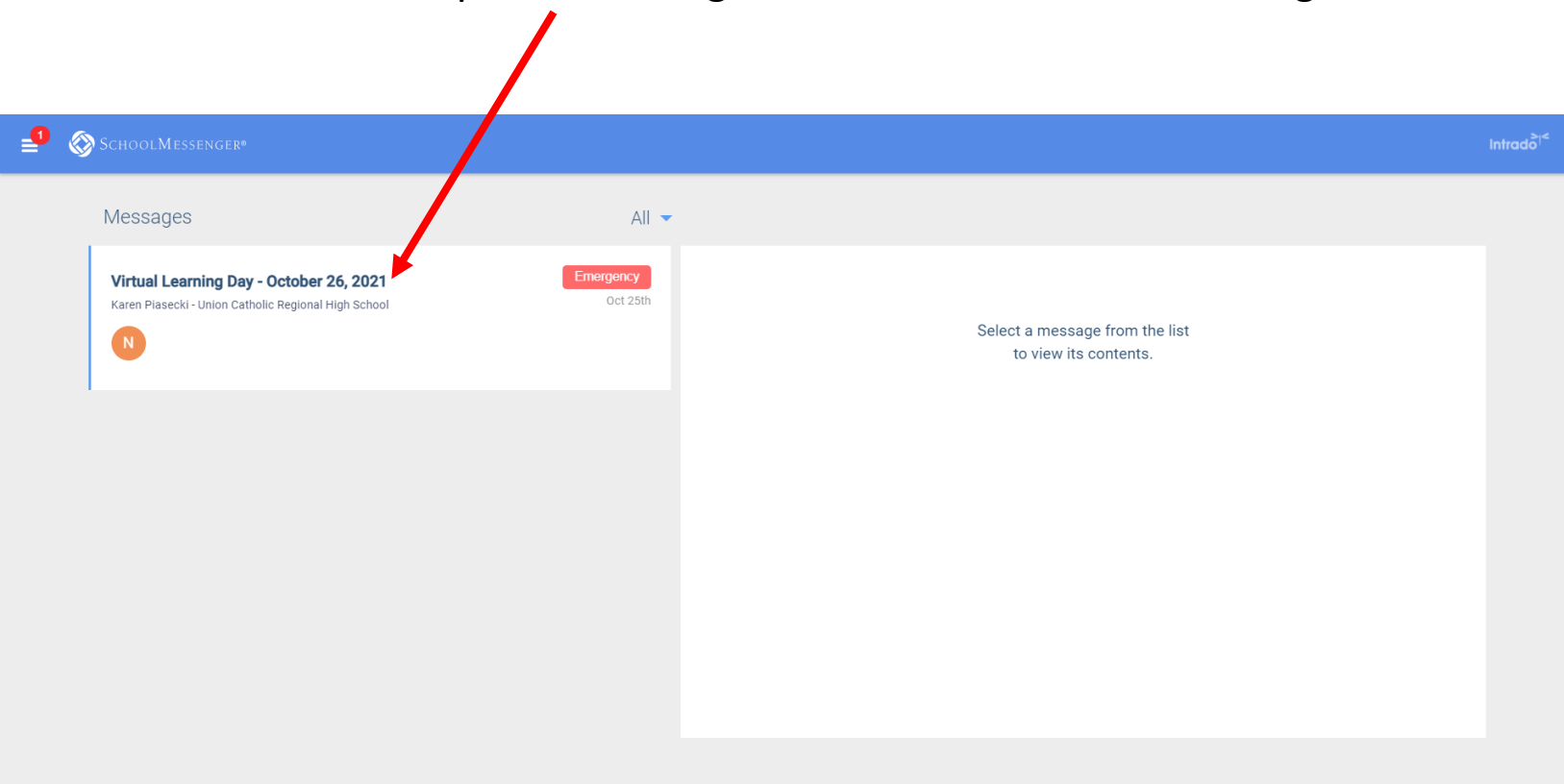
A blue-bordered box highlights the navigation menu that appears when the hamburger menu is clicked. The menu items are:

- Messages (with a red notification icon and the number 1)
- Preferences
- Contacts
- Join Groups
- Log out
- Language: English (with a dropdown arrow)
- Download Mobile App
 - Apple iTunes
 - Google Play
- Help
 - Terms of Service
 - Privacy Policy

STEP #9

Messages sent in the past 30 days will be archived on your screen.


- Older messages will automatically delete
- Click on the specific message to see or hear the full message

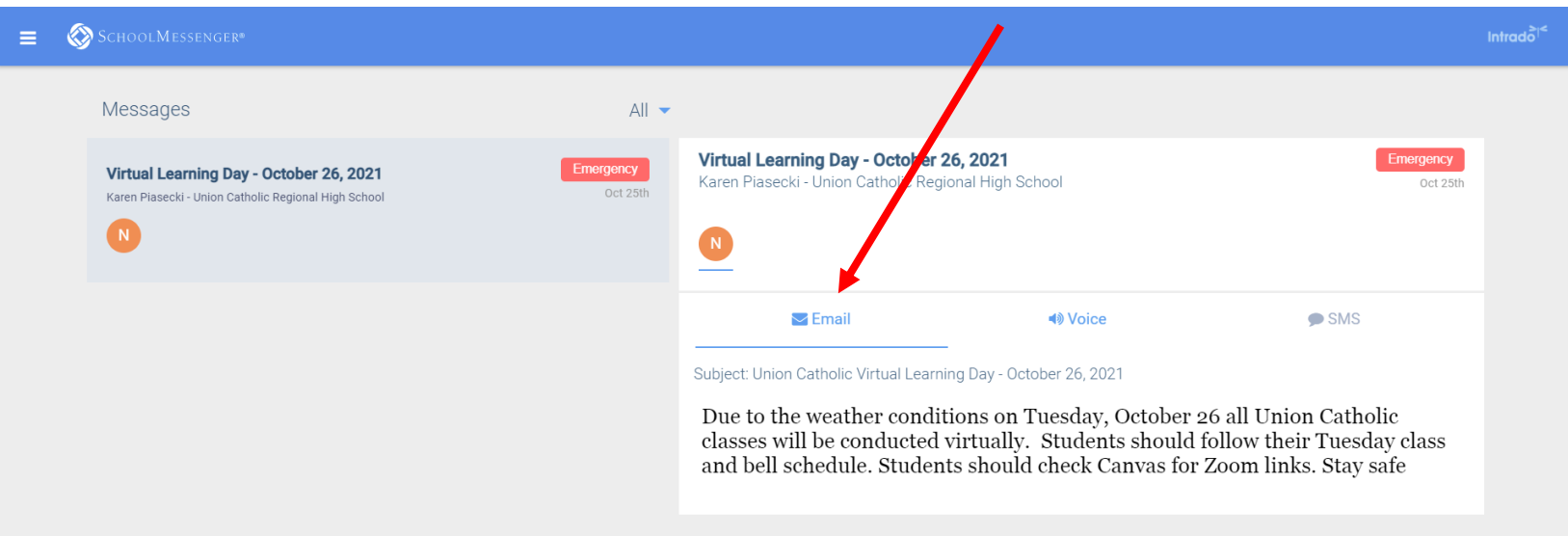


The screenshot shows the SchoolMessenger interface. At the top, there is a blue header with the SchoolMessenger logo and the Intrado logo. Below the header, the main content area is divided into two sections. On the left, there is a 'Messages' list. The first message in the list is titled 'Virtual Learning Day - October 26, 2021' and is from 'Karen Plasecki - Union Catholic Regional High School'. It has a red 'Emergency' tag and is dated 'Oct 25th'. A red arrow points to this message. On the right, there is a large white area with the text 'Select a message from the list to view its contents.'.

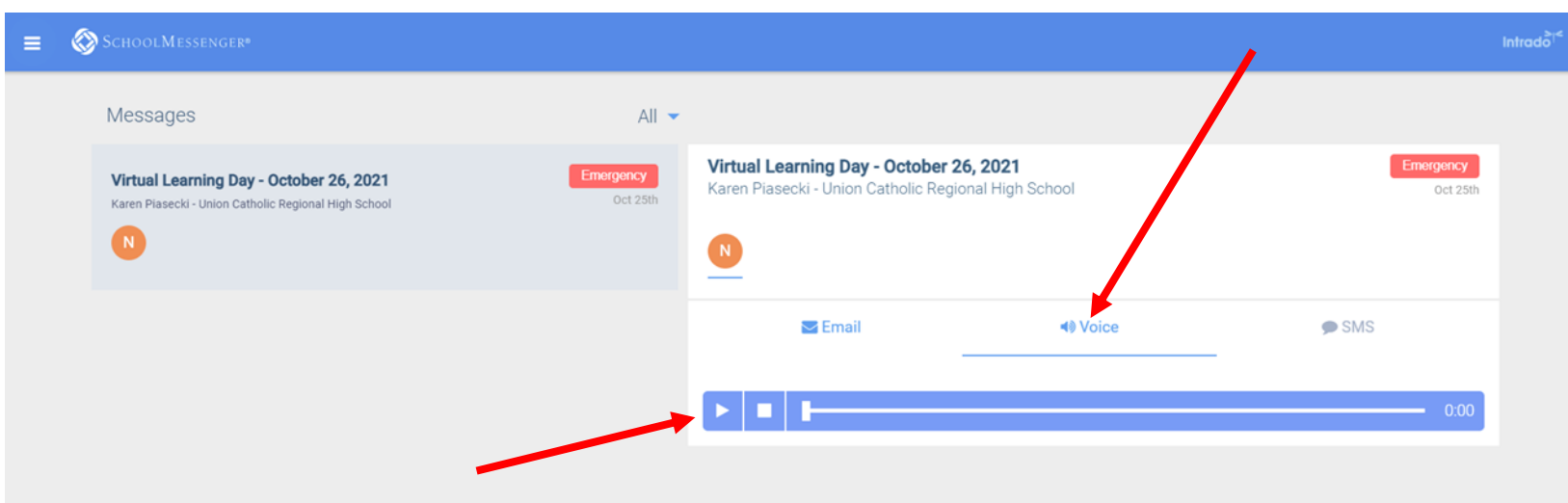
STEP #10

You have the option of reading or listening to archived messages.

- Click on EMAIL to read
- Click on VOICE to listen; hit PLAY 



The screenshot shows the SchoolMessenger interface. At the top, there is a blue header with the SchoolMessenger logo and the name 'Intrado'. Below the header, the 'Messages' section is visible. A message titled 'Virtual Learning Day - October 26, 2021' is selected. The message content reads: 'Due to the weather conditions on Tuesday, October 26 all Union Catholic classes will be conducted virtually. Students should follow their Tuesday class and bell schedule. Students should check Canvas for Zoom links. Stay safe'. Below the message content, there are three options: 'Email', 'Voice', and 'SMS'. A red arrow points to the 'Email' option.

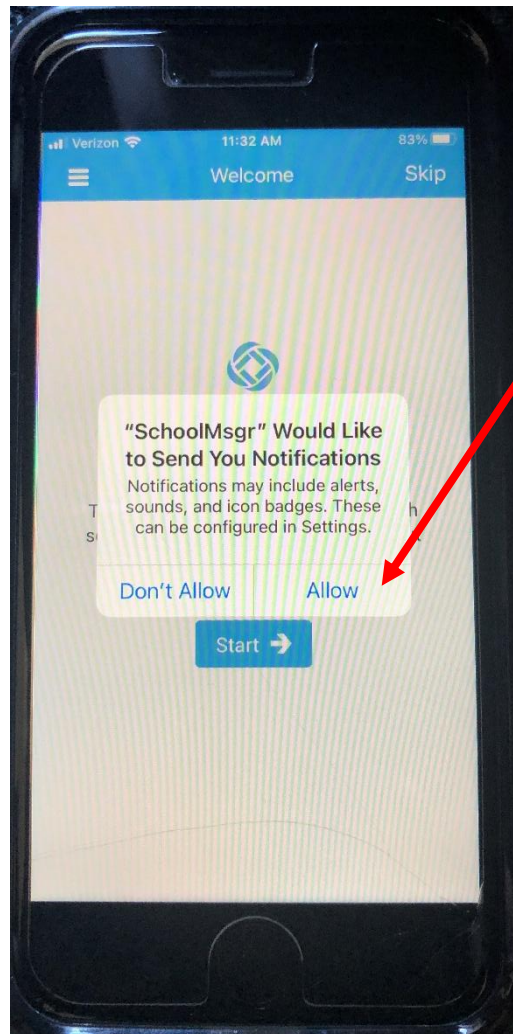


The screenshot shows the SchoolMessenger interface with the 'Voice' option selected. Below the 'Voice' option, a play button is highlighted with a red arrow. The play button is a blue square with a white right-pointing triangle. The 'Voice' option is also highlighted with a red arrow. The message content is the same as in the previous screenshot.

STEP #11

If you set up your account on your computer, you may still download the app for your phone.

- Download School Messenger from your app store
- Login with your email and password
- Be sure to click **ALLOW** when asked about receiving Notifications



**If you have questions regarding setting
up your School Messenger account,
please contact**

Dr. Karen Piasecki

kpiasecki@unioncatholic.org

908-889-1600 x 301