

Contact Manager – Activation by Phone

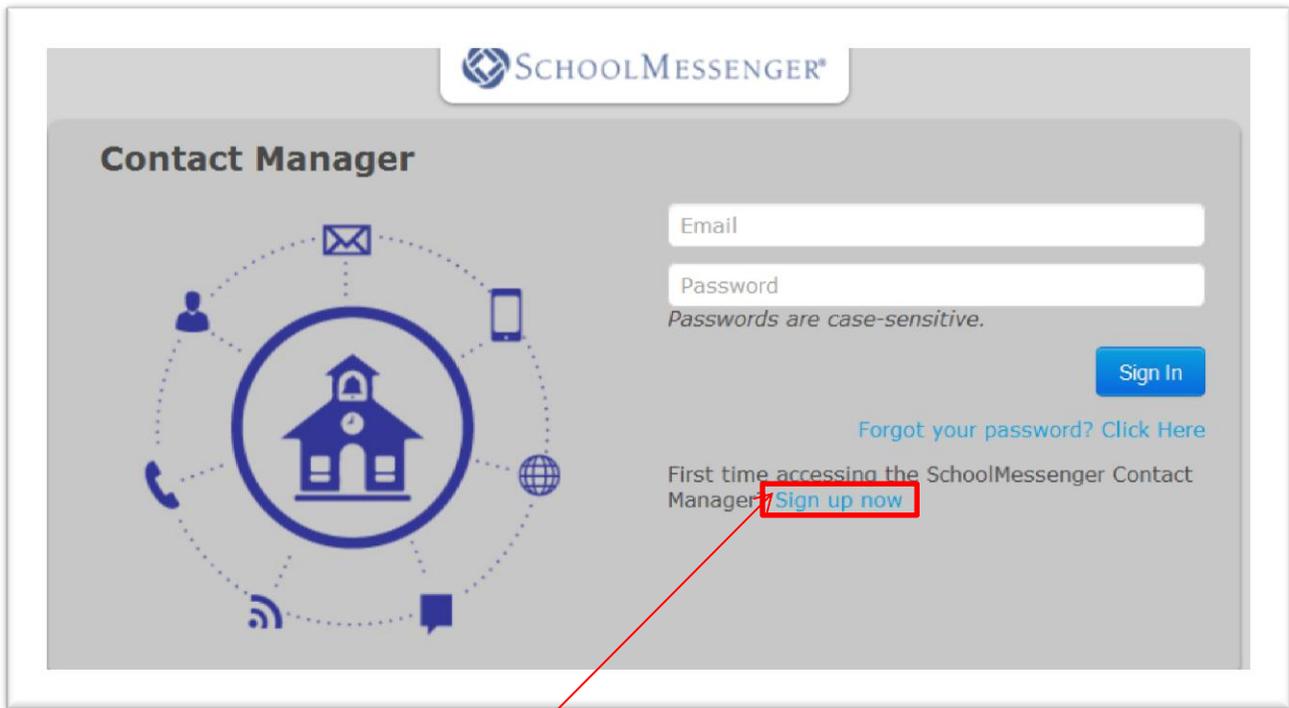
SchoolMessenger’s Contact Manager lets you control the ways you want to be contacted. It also works like a mailbox, where you can review messages you may have missed.

Steps for setting up your Contact Manager account:

1. Copy this web address into your web browser:

<https://contactme.schoolmessenger.com/newportaluser.php?u=minneapolis>

2. Next, click the **Sign Up Now** link near the bottom of the page.



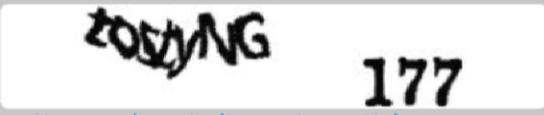
First time accessing the SchoolMessenger Contact Manager? [Sign up now](#)

3. You will be taken to the **Create a New Account** page.
 - a. Enter a valid email twice.
 - b. Type in the password you want to use, twice.
 - c. Enter your first and last names.
 - d. Type the words you see in the verification box. The example below is **toZLyNG 177**. If you cannot the words, click on “New words” to try again.
 - e. Then click **Sign Up** when you’re done.

Create a New Account

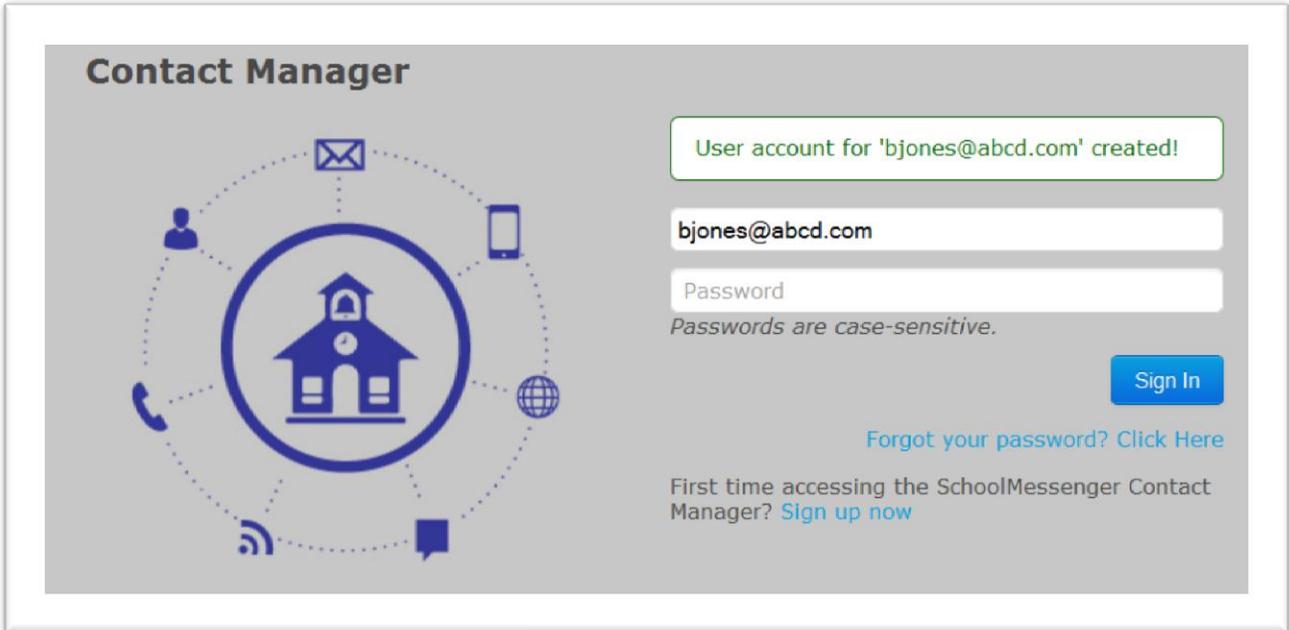


A valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

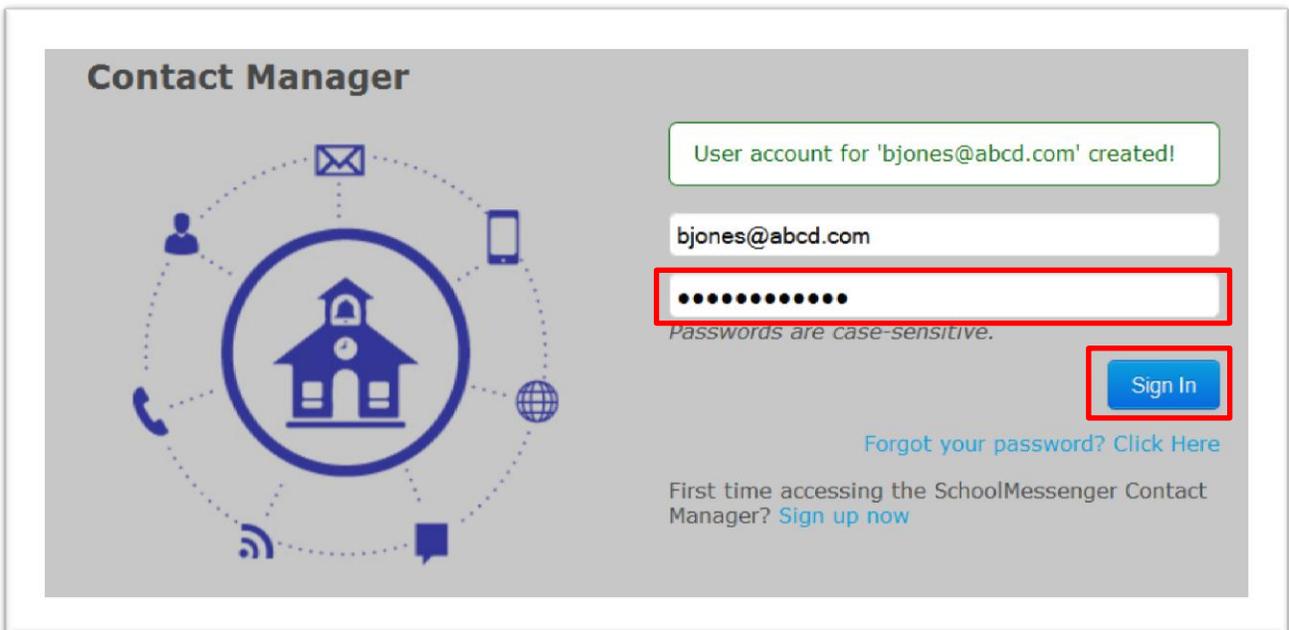


[New words](#) [Audio version](#) [Help](#)

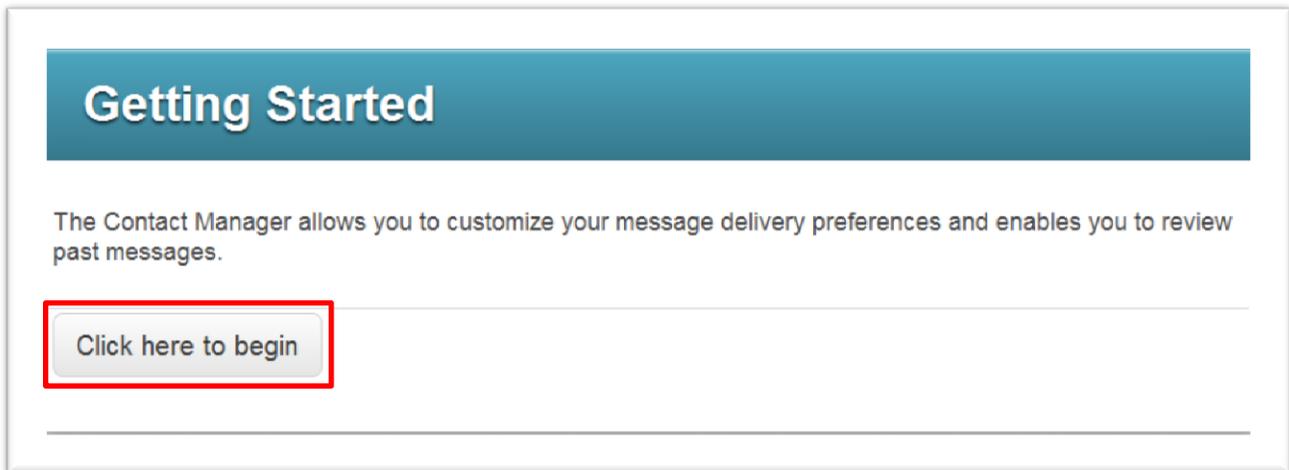
4. You will be taken back to the Contact Manager **Sign In** Page.



5. Enter the new Password you just created for your account.
6. Click **Sign In**.



7. You'll arrive on the **Getting Started** page. Click **Click here to Begin**.

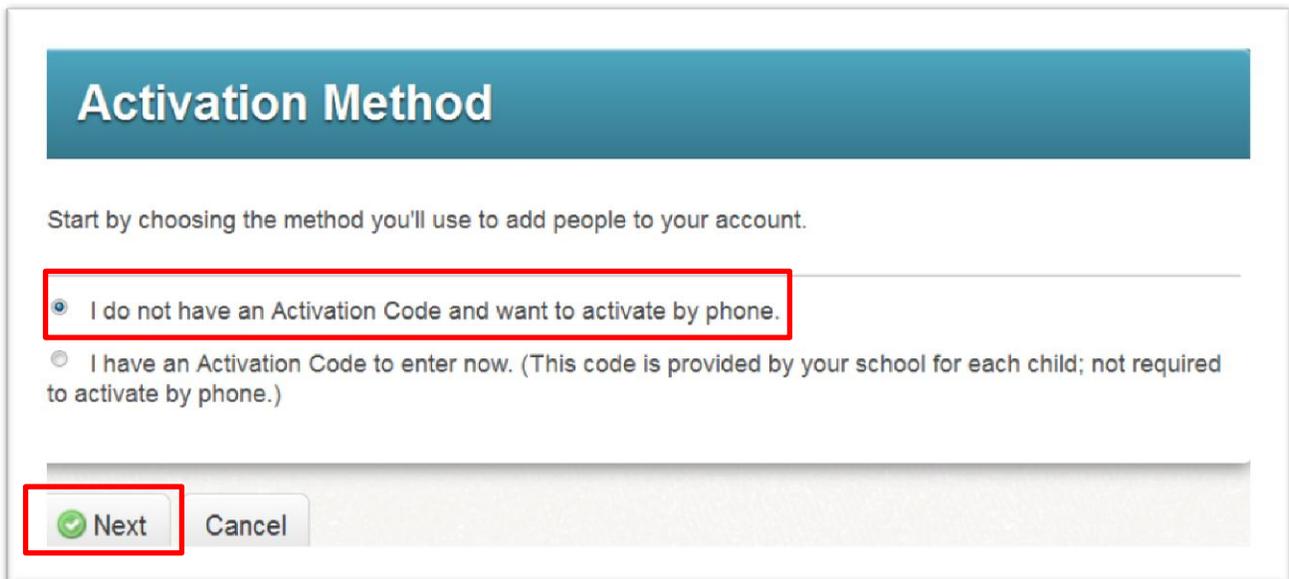


Getting Started

The Contact Manager allows you to customize your message delivery preferences and enables you to review past messages.

[Click here to begin](#)

8. Choose the option that says, **I do not have an Activation Code and want to activate by phone.**
9. Click **Next**.



Activation Method

Start by choosing the method you'll use to add people to your account.

I do not have an Activation Code and want to activate by phone.

I have an Activation Code to enter now. (This code is provided by your school for each child; not required to activate by phone.)

10. Enter your child's student ID. We'll use 987789 as an example. Please note the student ID number must be six digits. Include leading zeros if the number is fewer than six digits (ex. ID# 2354, should be entered as 002354).
11. Click **Next**.

Add Contact

Enter the ID numbers of the people you wish to add to your account.
You can add multiple people to your account in a single call to our toll free number.
Enter all of your ID numbers by using the Add More button.
Clear any ID numbers you don't want to include, then click Next.

ID Number

1

12. Simply follow the instructions on the page to call in and activate your account.

- a. You must use one of the phone numbers listed in your child's account to activate your account. You'll see a list of partially-hidden phone numbers to help you determine what number to use.
- b. Call the number given in **Step 2** on the page. For MPS, the number is: **(866) 536-8165**
- c. The message will say, "If you are calling to activate a Contact Manager Activation Code, press 2." You will then press **2** on your phone keypad.
- d. When prompted, enter the **activation code that appears on your screen**. (Our example shows 997115. You will use the activation code on your screen.)
- e. When the phone activation is complete, click **Done**.

Phone Activation

People to Add: The person with the following ID Number can be added by following the confirmation steps below.
987789

Confirmation Steps: You must follow these steps within **24 hours** to add the above person to your account.
[Print this page now](#)

Step 1. You must call from one of the phones listed below in order to verify your caller ID with our records.

For security reasons, we have hidden parts of your phone numbers with "xxx".
(xxx)xxx-x**547**
(xxx)xxx-x**925**
(xxx)xxx-x**232**
(xxx)xxx-x**225**

💡 If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.

Step 2. Call **(866) 536-8165**

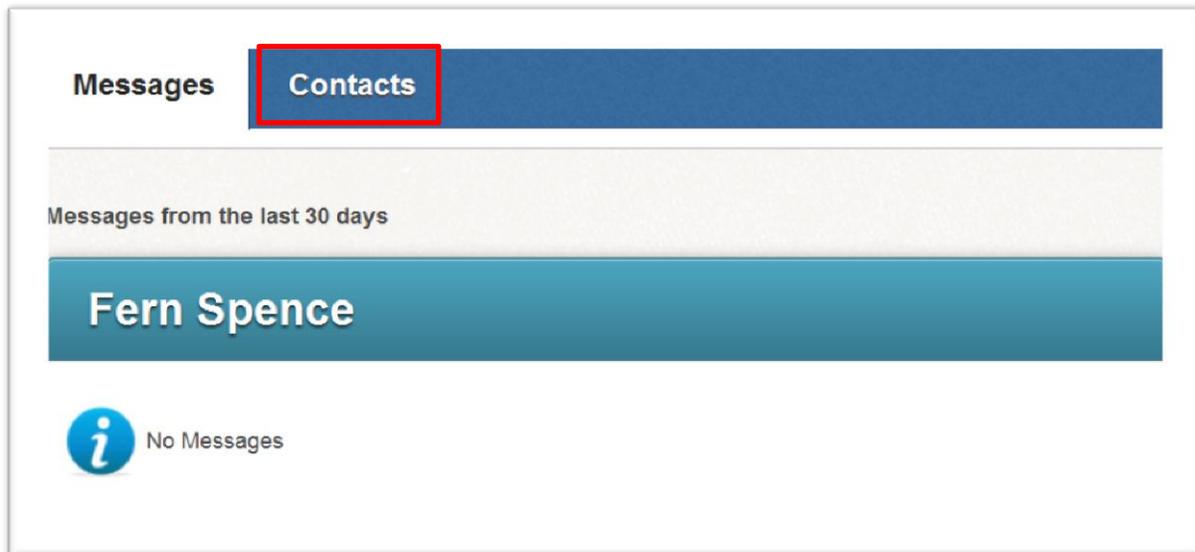
Step 3. When prompted, select option 2.

Step 4. When prompted, enter this activation code **997115**

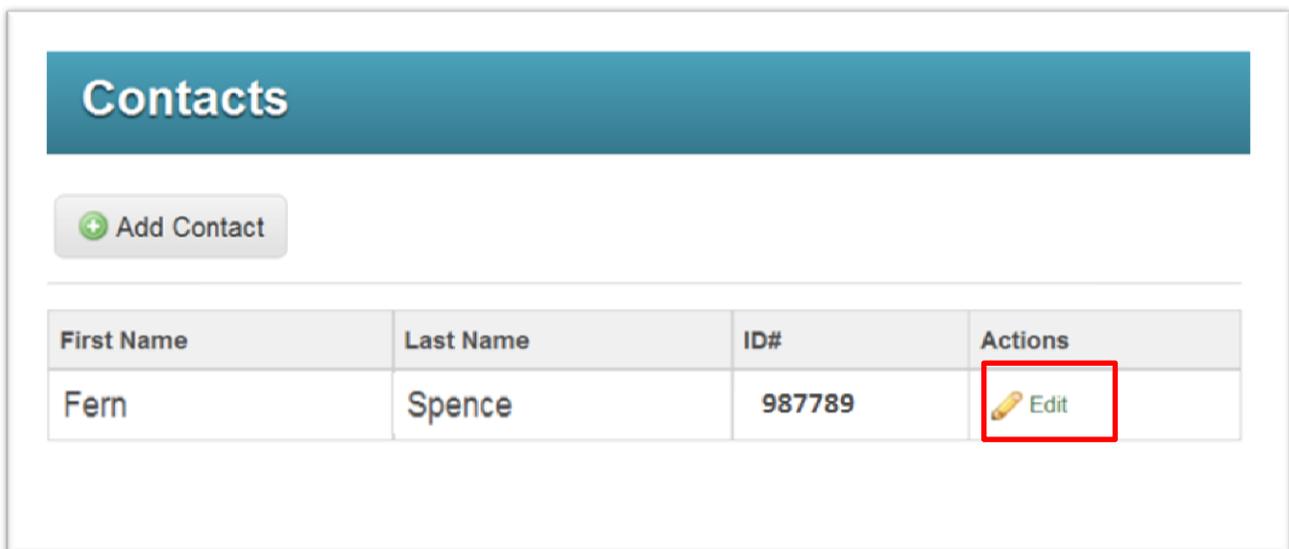
[Back](#) [Done](#)

Make sure to use the activation code that appears on **your** screen.

13. When you have finished adding your child to your account, click on the **Contacts** tab at the top of the page.



14. Click **Edit** on the right-hand side of the screen.



- 15. Now you can choose which types of messages you would like to receive at phone, email, or SMS text addresses. Schools are currently unable to send text messages. Please select phone or email as your preferred message type to ensure you receive messages frosted from your child's school.

The screenshot displays the 'Fern Spence' contact management interface. It is organized into three main sections: Phone, Email, and SMS. Each section contains a list of contact entries with associated message type preferences. The 'Phone' section has two entries, one with the number '(612) 555-1212' and another with '(817) 555-1925'. The 'Email' section has eight entries, all with the placeholder text 'Email'. The 'SMS' section has six entries, all with the placeholder text 'SMS'. Each entry has a set of checkboxes for 'Emergency', 'Emergency Phone 1 & 2', 'Attendance', 'General', 'General with Text', and 'Survey'. In the 'Phone' section, the 'Emergency', 'Emergency Phone 1 & 2', 'Attendance', 'General', 'General with Text', and 'Survey' checkboxes are checked for both entries. In the 'Email' section, the 'Emergency', 'Emergency Phone 1 & 2', 'Attendance', 'General', 'General with Text', and 'Survey' checkboxes are unchecked for all eight entries. In the 'SMS' section, the 'Emergency', 'Emergency Phone 1 & 2', 'Attendance', 'General', 'General with Text', and 'Survey' checkboxes are unchecked for all six entries. At the bottom of the form, there is a checkbox labeled 'Save To All Contacts' which is checked, and a 'Save' button with a green checkmark icon.

16. Change or add or phone numbers.
 - a. Enter or change your desired phone numbers in the Phone boxes provided.
 - b. Check which types of messages you would like to receive at each phone number.
 - c. You must check at least one number for Emergency and Attendance calls.
17. Enter or change your desired email addresses. Check which types of messages you would like to receive at each email address.
18. Enter or change your desired SMS text numbers. **SMS Numbers are cellphone numbers where you would like to receive text messages.**
19. Make sure to click **Save** at the bottom of the page when you are finished.

Fern Spence

Phone	<input type="checkbox"/> Emergency	<input type="checkbox"/> Emergency Phone 1 & 2	<input type="checkbox"/> Attendance	<input type="checkbox"/> General	<input type="checkbox"/> General with Text	<input type="checkbox"/> Survey
<input style="border: 2px solid red;" type="text" value="612-555-8432"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(612) 555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="border: 2px solid red;" type="text" value="6124567894"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(817) 555-1925	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email	<input type="checkbox"/> Emergency	<input type="checkbox"/> Emergency Phone 1 & 2	<input type="checkbox"/> Attendance	<input type="checkbox"/> General	<input type="checkbox"/> General with Text	<input type="checkbox"/> Survey
<input style="border: 2px solid red;" type="text" value="bjones@abcd.com"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="border: 2px solid red;" type="text" value="ljones@work.com"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="border: 2px solid red;" type="text" value="grandma@gmail.com"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SMS	<input type="checkbox"/> Emergency	<input type="checkbox"/> Emergency Phone 1 & 2	<input type="checkbox"/> Attendance	<input type="checkbox"/> General	<input type="checkbox"/> General with Text
<input style="border: 2px solid red;" type="text" value="6125558432"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input style="border: 2px solid red;" type="text" value="6125551925"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

Save