

## Fargo Public Schools – BrightArrow – Creating a New Community Messaging Account

The BrightArrow system used by Fargo Public Schools to send messages to the community allows community members to create an account and manage their messaging preferences.

- 1) Navigate to <https://newtarget011.brightarrow.com/PortalLogin15.aspx?PortalKey=AC464D1E-9DBE-48C7-B494-54544C7F3164>
- 2) On this screen, enter your email address and click “Register New User”.



- 3) On the next screen, enter your first name and last name and then click “Register”.



- 4) At the top of the next screen, you can add up to 2 phone numbers and select if you want to also sign-up for voice calls, text messages, or both. You can also add an additional email address.



5) Farther down on the same screen, you can select the communications you wish to receive.

Please choose the groups for which you would like to receive messages.

<input type="checkbox"/>	Ben Franklin Middle School
<input type="checkbox"/>	Bennett Elementary
<input type="checkbox"/>	Carl Ben Eielson Middle School
<input type="checkbox"/>	Centennial Elementary
<input type="checkbox"/>	Clara Barton Elementary
<input type="checkbox"/>	Dakota High School
<input type="checkbox"/>	Davies High School
<input type="checkbox"/>	Discovery Middle School
<input type="checkbox"/>	Eagles Elementary
<input type="checkbox"/>	Early Childhood Special Education
<input type="checkbox"/>	Ed Clapp Elementary
<input type="checkbox"/>	Explorer Academy
<input type="checkbox"/>	FPS 9-12 Virtual Academy
<input type="checkbox"/>	FPS K-8 Virtual Academy
<input type="checkbox"/>	Hawthorne Elementary
<input type="checkbox"/>	Horace Mann Elementary
<input type="checkbox"/>	Jefferson Elementary
<input type="checkbox"/>	Kennedy Elementary
<input type="checkbox"/>	Lewis & Clark Elementary
<input type="checkbox"/>	Lincoln Elementary
<input type="checkbox"/>	Longfellow Elementary
<input type="checkbox"/>	Madison Elementary
<input type="checkbox"/>	McKinley Elementary
<input type="checkbox"/>	North High School
<input type="checkbox"/>	Roosevelt Elementary
<input checked="" type="checkbox"/>	School Board
<input checked="" type="checkbox"/>	SchoolTalk
<input type="checkbox"/>	South High School
<input type="checkbox"/>	Washington Elementary

6) When you are done making your selections, make sure to click the “OK” button at the bottom of the screen. You are now set up for communications.

