## How to Set Up SchoolMessenger

When you log into your Parent Portal account, you will see a selection on the left side labeled "SchoolMessenger" (this does NOT appear on the Student Portal, only the Parent Portal).

choolMessenger			St Francis Preparatory School Help Logo	
Messages Contr	icts			
Contacts				
First Name	Last Name	ID#	Actions	
John	Smith	1234567	🥜 Edit	

Clicking on that selection takes you to the SchoolMessenger screen.

On the right of each contact name, under Actions, click Edit. This will open the Preferences screen.

Name	Last Name		)#		Actions		
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1	Non-school Hours Emergency	School Hours Emergency	Attendance	🗐 Genera	I 🕅 Snow Day	🗐 Sur	
@stfrancisprep.org	Non-school Hours Emergency	School Hours Emergency	R Attendance	Ø Genera	i   🗷 Snow Day	🗷 Su	
@aol.com	Non-school Hours Emergency	School Hours Emergency	Attendance	Genera	i 🛛 🗏 Snow Day	I Sur	
we To All Contacts							
Save							

This lists the first three phone numbers and the first two email addresses we have on file for you. You can now select how you want to receive different types of messages. For instance, if you want to receive Snow Day calls on your home phone, but not your cell phones, click on the appropriate boxes and then click the Save button.