



## SCHOOL MESSENGER/AUTO DIALER INSTRUCTIONS

**ATTENTION: New families and families who have not created their account.**

**Please note: Having received a phone call to the home phone number you provided to your child's/children's school does not mean that you have created your account.**

Welcome to the South Brunswick School District. Our district uses School Messenger, an AutoDialer system as a way to communicate emergency school closings. As contact is immediately made to your home phone number, it is important for us to be able to reach you at an alternate number.

We recognize that one number may not be enough for communication in times of school closures or emergencies when power outages or Internet signals are compromised. The AutoDialer emergency notification system allows for up to five phone numbers to be called and even includes e-mail communication.

When new students enter our schools for the first time, parents will be mailed a letter containing their child's/children's **Student Identification Number** and **Activation Code**. **Please do not disregard this letter as you will need this information from now through your child's/children's high school graduation.** Your child/children will receive their **own personal Student Identification Number and Activation Code**. You will need your child's/children's **Identification Number** and **Activation Code** to **finalize** your account set-up.

Use the steps below to review your account, up-date any contact information, and add any alternate phone numbers and email address if necessary. Please note, if using a work number as a means of contact, the AutoDialer System cannot make calls to a phone number that requires an extension to be dialed. **Also, note the Account Code Expiration Date and create your account as soon as possible.**

1. Log on to <https://contactme.schoolmessenger.com>
2. Select the **Blue Sign-Up Now** prompt located at the **bottom of the screen**.
3. **Create a New Account** will now appear. Enter your e-mail address and create your own password. Continue to enter your child's first name, last name and zip code. Check **Accept Terms of Service** and **click Create Account**.
4. Next, check your e-mail for your Account Activation Code from School Messenger. Click on the **first** blue link in your e-mail. This will take you to the **Activate Account page** that displays your Account Activation Code. Enter your password and click **Submit**.
5. The next screen, **Getting Started**, will automatically appear. **Click here to begin**
6. Next, **Add a Contact** will appear. Enter your child's **Student Identification Number** and **Activation Code**. Click **Add**. **That child's account is now created**. Repeat step 6 for as many children that you have in the district. **Each child needs an account**. Once completed your family account is now linked.
7. To verify your data or to enter additional phone numbers or e-mails, click the **Contacts Tab** and then select **Edit** under the **Action Tab**. You can now edit your contact information. Please note you cannot change the first phone number listed. This home phone number is uploaded directly from our student information system. If this number is incorrect you must contact **each** of your child's/children's school with the correct phone number.
8. Click **Save**

If you need assistance, please contact the School Messenger AutoDialer Help Desk at 732-798-2460.