



SCHOOL MESSENGER/AUTO DIALER INSTRUCTIONS

ATTENTION: Families who have created their account, but forgot their password.

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 e-mail 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. Do not enter your e-mail or password. Click on **Forgot your password**.
3. Enter your e-mail address. Click Re-enter/Confirm.
4. Next, check your e-mail for your Account Confirmation Code from School Messenger. Please note that your new Confirmation Codes does **expire within 24 hours** of receiving it from School Messenger.
5. Click on the **first** blue link in your email. This will take you to the **Password Assistance page** that displays your Confirmation Code. Enter your new password and click **Submit**.
6. If you have already linked all your children to your account, skip to Step 8. If you need to **Add** additional children proceed to Step 7.
7. Next, Select **Contact and Add a Contact** will appear. Enter your child's ID, and Activation Code. Click **Add**. Your account is now created for **that child**. Repeat Step 7 for as many children that you have in the district. **Each child needs an account**. Once completed your family account is now linked.
8. 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 home phone number.
9. Click **Save**

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