



## School Messenger Notification System

### KGCS Staff Help

**School Messenger** is the notification system used by King George County Schools to send emergency, attendance, and other alerts via text, phone calls and email to students, families and staff. **School Messenger** is used to notify changes by the school division throughout the year due to:

- Daily attendance calls at all schools
- Emergencies
- Transportation changes
- Important reminders
- Upcoming events
- Inclement weather
- Delays or school closings

### How can KGCS staff change their School Messenger Preferences?

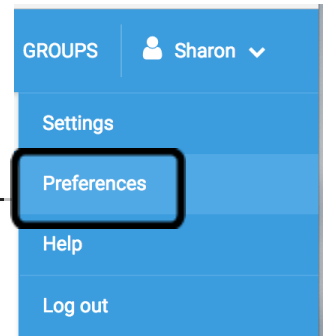
KGCS staff can access their **School Messenger** preferences with the **School Messenger website or mobile app**. By creating an account with School Messenger, you can add additional phone numbers, emails, and customize message preferences.

### Creating an account with School Messenger

1. Sign Up for **School Messenger**: <https://go.schoolmessenger.com/#/home>
2. Download the **School Messenger** App from the Apple iTunes or Google Play Market.
3. Enter your email address using your **SCHOOL EMAIL** and create a password. An email will be sent to that address with a secure token. KGCS staff must use their school email for **School Messenger** to link their account.

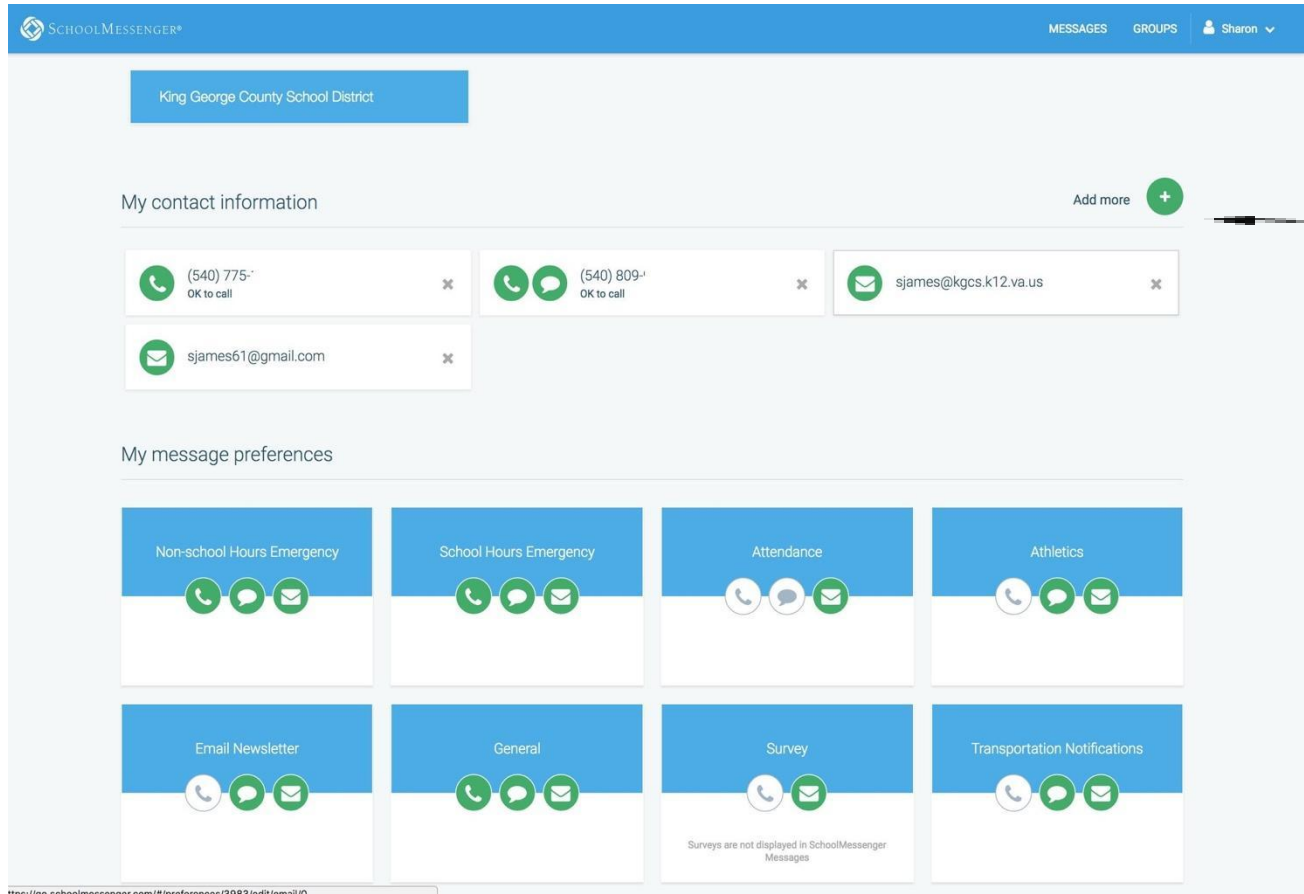
A screenshot of the School Messenger login page. The page has a blue header with the 'SCHOOLMESSENGER' logo on the left and navigation links 'LOG IN', 'SIGN UP', 'LEARN MORE', and 'APP STORE' on the right. The main content area is light blue and contains a 'Log in' section. Under 'Log in', there are fields for 'Email' (containing 'sjames@kgcs.k12.va.us') and 'Password' (containing '\*\*\*\*\*'). A link 'Forgot your password?' is located below the password field. At the bottom of the login section is a blue 'Log in' button. Below the button is the text 'Not registered yet? Sign up'.

4. After authenticating via your email, return to **School Messenger** and sign in using your email and password.



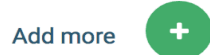
### How do I change my preferences in School Messenger?

- Access **PREFERENCES** by clicking the down arrow beside your name.



### Click the green **ADD MORE** to:

- Add additional email addresses & phone numbers.



### To change the Message Preference:

- Click on the message type.
- Decide if you want to be notified with a phone call, text message, or email.
- Check or uncheck your preference(s).

