

April 4, 2014

Dear Staff Member:

District 214 uses the SchoolMessenger Notification System to provide timely communication on matters such as attendance, activities and District emergencies, including school closings due to weather. In order to enhance our ability to accurately deliver that information, we request that you create your own contact preference profile using SchoolMessenger's Contact Manager website. Contact Manager allows you to control the ways in which you prefer to be contacted – including a brand-new option for text messaging in the case of an emergency.

It also works like a mailbox, giving you a place to review messages you may have missed.

To use this feature, simply follow the steps below to create an account through the secure Contact Manager website provided by SchoolMessenger. **This set-up process is only required once.** After you've established your account, you can update it with new information as necessary. The account can be managed online or through the new District 214 app, available for download on iTunes or Google Play.

What you'll need to establish your account:

- Staff ID number
- One of the phone numbers on record with the School District

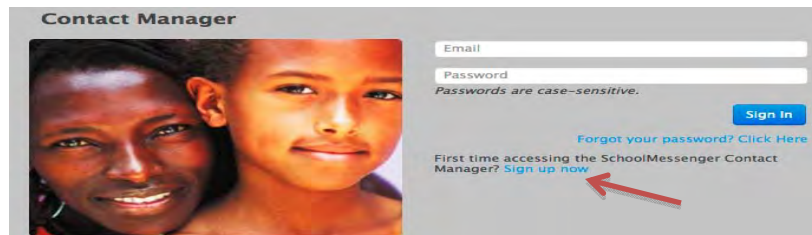
If you experience any problems during the registration process, please contact the District's Helpdesk at (847) 718-7676 between the hours of 7:00 a.m. and 3:30 p.m. Monday thru Friday.

Steps for setting up your account:

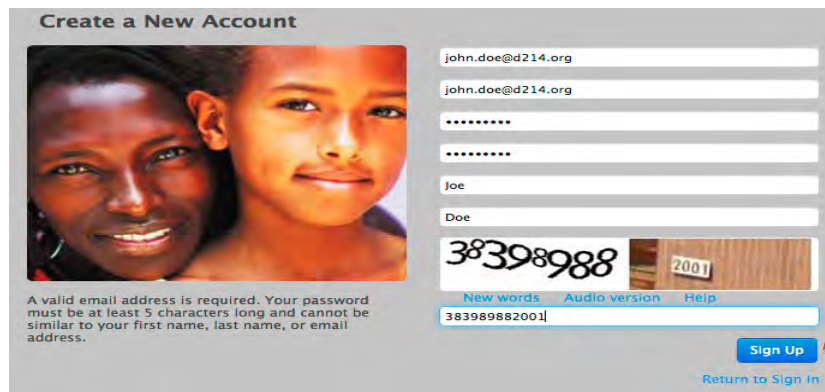
1. Enter the following URL into your web browser:

<https://contactme.schoolmessenger.com/newportaluser.php?u=townshiphsd214>

- Click the **"Sign Up Now"** link near the bottom of the page.



2. You will be taken to the Sign Up page, where you will need to enter a valid email address (this should be the email address at which you want to receive communications from the District), a password, and your name. Click **'Sign Up'** when you are done.



Note: All characters in the CAPTCHA challenge must be typed together with NO spaces

3. Sign in using the email address and password you used when creating your account.

User account for 'james.evans@d214.org' created!

james.evans@d214.org

Password
Passwords are case-sensitive.

Sign In

[Forgot your password? Click Here](#)

4. Once you've activated your account, you'll be ready to enter your employee ID. Click the '**Click here to begin**' button.

Getting Started

The Contact Manager allows you to ci

Click here to begin

5. Select the option that says, "I do not have an Activation Code and want to activate by phone," and click '**Next.**' Enter your **Employee ID** and click '**Next.**' Your Employee ID can be found on the back of your District-issued ID badge.

Activation Method

Start by choosing the method you'll use to add people to your account.

I do not have an Activation Code and want to activate by phone.

I have an Activation Code to enter now. (This code is provided by your s

Add Contact

Enter the ID numbers of the people you wish to add to your account. You can add multiple people to your account in a single call to our toll free number. Enter all of your ID numbers by using the Add More button. Clear any ID numbers you don't want to include, then click Next.

ID Number

1 5516006

2

Add More

Next Cancel

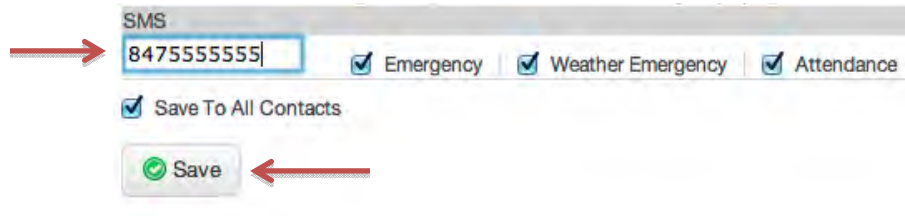
- a. Click '**Next**' when you are done.

6. Follow the instructions on the Phone Activation screen to call in and activate your account, then click '**Done.**'

Some information is locked by the district. Please contact Human Resources if you need to make a correction. You will need to supply the following information on an official change form:

- Your name
- Employee ID
- Corrected phone number(s) - home phone, cell phone

9. If you would like to receive text (SMS) messages about school emergencies, or weather emergencies, you can enter a mobile phone number in the **SMS box** and check the appropriate message boxes. **Make sure that you click Save when you are done making changes.**



The image shows a screenshot of an SMS form. At the top, there is a header labeled "SMS". Below it, a text input field contains the number "8475555555". To the right of the input field are three checkboxes, each with a checkmark: "Emergency", "Weather Emergency", and "Attendance". Below these checkboxes is another checkbox labeled "Save To All Contacts", which also has a checkmark. At the bottom of the form is a button labeled "Save" with a green checkmark icon. A red arrow points to the "Save" button from the right. Another red arrow points to the input field from the left.

Standard text messaging rates may apply.

10. Check your email. There will be an *Account Activation* email from *support@relianceco.com*. You can disregard this email.

Access your account at any time via *contactme.schoolmessenger.com* or the *District 214 app*.