

April 4, 2014

Dear Parent/Guardian:

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, including new children in the District, 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:

- Child's Student ID number
- One of the phone numbers on record with the School District

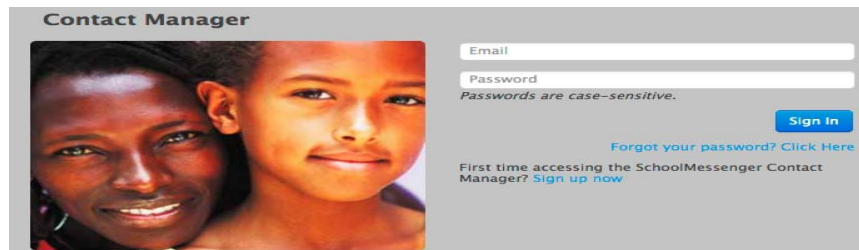
If you experience any problems during the registration process, please contact the District's Helpdesk at (847) 718-7676 between the hours of 7:00 a.m. and 3:30 p.m. Monday thru Friday.

Steps for setting up your account:

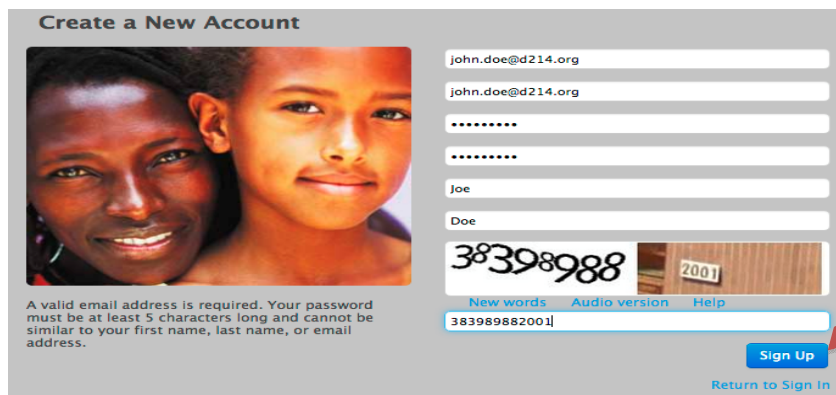
1. Enter the following URL into your web browser:

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

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



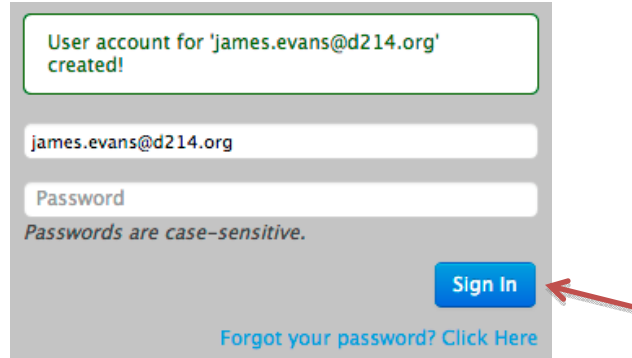
2. You will be taken to the Sign Up page, where you will need to enter a valid email address (this should be the email address at which you want to receive communications from the District), a password, and your name. Click **'Sign Up'** when you are done.



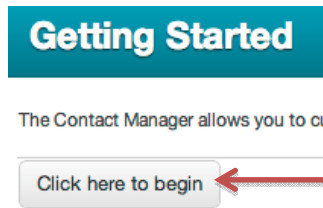
Note: All characters in the CAPTCHA challenge must be typed together with NO spaces

[Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.]

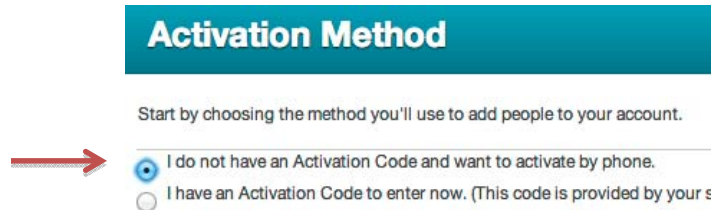
3. Sign in using the email address and password you used when creating your account.



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



5. Select the option that says, "**I do not have an Activation Code and want to activate by phone,**" and click '**Next.**' Add your child's Contact Manager ID using the process below.



- a. Contact Manager IDs are created by combining the school number for your child's home school with the normal Student ID. The school numbers are as follows:

Buffalo Grove High School – 8

Elk Grove High School – 5

John Hersey High School – 6

Prospect High School – 2

Rolling Meadows High School – 7

Wheeling High School – 4

- b. For example, if your student attends Buffalo Grove High School and the Student ID is 123456, the Contact Manger ID will be **8123456**. If the student attends Rolling Meadows and the ID is 987654, the Contact Manager ID will be **7987654**.

- c. If you have more than one child in the District, you can add all of the IDs now by clicking the **'Add More'** button.

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

- d. 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.'**

Phone Activation

People to Add: The person with the following ID Number can be added by following the confirmation steps below.
16006

Confirmation Steps: You must follow these steps within 24 hours to add the above person to your account.

Print this page now

Step 1. You must call from the phone listed below in order to verify your caller ID with our records.
For security reasons, we have hidden parts of your phone number with "xxx".
(xxx)xxx-x653
If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.

Step 2. Call (866) 496-6663

Step 3. When prompted, select option 2.

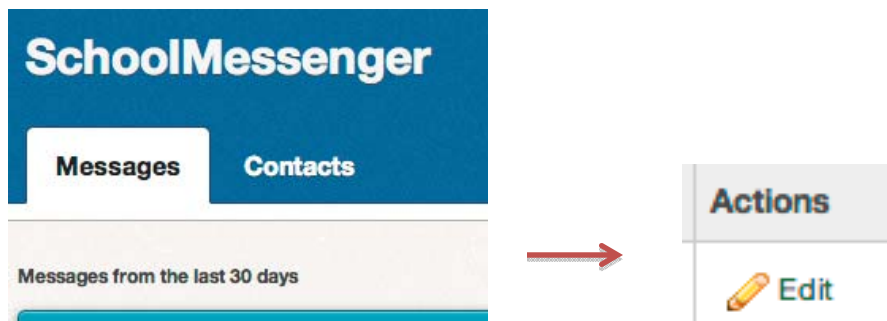
Step 4. When prompted, enter this activation code 634028

Step 5. When the call is complete, log back into your Contact Manager account to edit your notification preferences.

Back Done

You must call into the system from one of the phone numbers associated with your child's student record.

7. When you have finished adding your child to your account, navigate to the **'Contacts'** tab and click the **'Edit'** link to right of your child's name.



8. This screen shows which types of messages you receive at each phone number or email address. **Make sure that you click Save when you are done making changes.**

The screenshot shows a contact management interface with the following sections:

- Phone:** (847) 650-0653. Preferences include: Emergency (checked), Weather Emergency (checked), Attendance (checked), Call Home Phone (unchecked), eMail all (unchecked), General Announcements (call and email) (checked), Student Email (unchecked), Survey (checked).
- Email:** james.evans@d214.org. Preferences include: Emergency (checked), Weather Emergency (checked), Attendance (checked), Call Home Phone (unchecked), eMail all (checked), General Announcements (call and email) (checked), Student Email (unchecked), Survey (checked).
- SMS:** An input field for a phone number. Preferences include: Emergency (unchecked), Weather Emergency (unchecked), Attendance (unchecked), Call Home Phone (unchecked), eMail all (unchecked), General Announcements (call and email) (unchecked), Student Email (unchecked).

At the bottom, there is a checkbox for "Save To All Contacts" (checked) and a "Save" button with a green checkmark. A red arrow points to the "Save" button.

Some information is locked by the district. Please contact the school to make changes to missing or inaccurate information by using the appropriate email address listed below. Please include this information in the email:

- Your name
- Child's name(s)
- Child's Student ID(s)
- Correct phone number(s) & email address – Home phone, cell phone, work phone or email address

Please use the appropriate email address to update your information.

- Buffalo Grove High School – bghs.updates@d214.org
- Elk Grove High School – eghs.updates@d214.org
- John Hersey High School – jhhs.updates@d214.org
- Prospect High School – phs.updates@d214.org
- Rolling Meadows High School – rmhs.updates@d214.org
- Wheeling High School – whs.updates@d214.org

9. If you would like to receive text (SMS) messages about school emergencies, weather emergencies or attendance, 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 screenshot shows the SMS input section with the following details:

- SMS:** An input field containing the number "8475555555".
- Preferences: Emergency (checked), Weather Emergency (checked), Attendance (checked).
- Below the preferences is a checkbox for "Save To All Contacts" (checked).
- At the bottom is a "Save" button with a green checkmark. A red arrow points to the "Save" button.

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.

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account. **Access your account at any time via *contactme.schoolmessenger.com* or the *District 214 app*.**