SCHOOLMESSENGER®

Activating School Messenger Contact Manager – Parent/Guardian Instructions

Paris ISD has partnered with SchoolMessenger Notification System to provide timely communication to parents and staff members. If you have a child attending Paris ISD, you are automatically in the School Messenger database and will receive phone notifications.

Contact Manager allows parent control of when, what and how they receive communication. It also works like a mailbox, giving you a place to review messages you may have missed. To control how SchoolMessenger contacts you, you must follow the steps below.

Be sure to read all the instructions and follow them carefully. **You will need your child's student ID number to complete this process. Your child's student ID number can be found on a past report card or you may call your child's school to find out what it is. You will be required to complete your account activation by calling from the MAIN phone number assigned with your child's student record. If you need to update contact phone numbers for your child, call your child's campus to do so.**

1. Enter the following URL into your web browser: http://www.parisisd.net/page/schoolmessenger

2. Click the Sign Up Now link. You will be taken to the sign up page where you need to enter your email address, a password, and your name. You'll use your email address and the password you enter here to sign in later. Click Sign Up when you are done.

3. Once you've activated your account, click the "click here to begin" button. Select "I do not have an Activation Code and want to activate by phone," and click Next. Add your child's student ID.

4. When you have finished adding your child to your account, go to the Contacts tab and click the edit link to the right of your child's name. Check which types of messages you would like to receive and at which phone number or email address. **PLEASE NOTE: Participation is free; however, standard text messaging rates may apply depending on your text service subscription.**

5. Make sure that you click Save when you are done making changes. [**NOTE:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.]

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account.

Note: Please disregard e-mail notification from support@relianceco.com which contains a link to a confirmation page where you must enter your password in order to activate your account.