WPS Employee School Messenger Settings

Setting Up School Messenger:

Weston Public Schools uses School Messenger to communicate timely information to all employees. The Contact Manager feature within School Messenger allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

By default you will receive a variety of message types including school delays and closures to your Weston email address. By following the steps below, you can add an alternate email address or **sign up to receive text message alerts** on your personal cell phone.

If you have not set up your contact messenger account as indicated below and need your id and activation code, please email annlindenmeyer@westonps.org to get your id and activation code.

To set up your Contact Messenger Account:
Go to: https://contactme.schoolmessenger.com
Click the Sign Up Now link near the bottom of the page and Sign Up
Click Contacts and Click Add Contact
Enter in your ID and Activation Code ID: Activation Code:
Once you have finished adding yourself to your account you can click the edit link to the right of your name and customize your message choices. See page 2 for an explanation of customization.
Check the email address you used to sign up for the account. There will be an Account Activation email from support@relianceco.com which contains a link that you can use to authenticate your email address with your account.
Congratulations you are all set. You can return to the school messenger web link at any time to make adjustments to your message settings.

If your contact messenger account is already set up, please proceed to page 2:

To customize or change your information:
- Log into School Messenger at: https://contactme.schoolmessenger.com. You will see 2 tabs on the left side of your screen:
  - Messages
  - Contacts
    - **Messages**- here you will find a list of all messages sent to you through school messenger in the last 30 days
    - **Contacts**- Click on your name to edit your settings. There are three sections of contact information as follows:
      - Phone:
        - The first phone listed comes from PowerSchool and is the home phone listed in PowerSchool. To change this you must contact your school's Principals Secretary.
        - You can add up to 2 additional phone numbers in contact manager. These numbers are not stored in PowerSchool and must be edited and removed by you if they change. WPS will not edit the 2nd and 3rd phone number.
      - Email:
        - The first email comes from Powerschool and is your Weston email address. **This will not be changed**.
        - You can one additional email address if you wish. WPS will not edit the additional email address, you must maintain this information.
      - Text (Mobile)
        - You may add up to 2 mobile phones to receive text messages. WPS does not automatically set up any text messaging for you. Once you add the mobile phone you will need to select the categories of messages that you would like to receive via text. The employee is responsible for editing/removing the mobile number and/or message categories. WPS will not edit the text (mobile) phone fields.

- To change the category of messages in any of the three sections of contact information (phone, email, text):
  - Check the box if you want to receive messages in that category.
  - Uncheck the box if you don't want to receive messages in that category.
  - *For Example: If you want to receive school closure phone calls on your mobile phone instead of your home phone (the first phone listed) simply uncheck the attendance box next to the home phone number. Then add your mobile phone under the Phone section and check off Attendance for that phone.*

e. **Message Categories- These are the message categories with a brief description as needed.** It is recommended that you keep the General Category checked off as the majority of our messages are sent in that category.
   - Non School Hours Emergency
   - School Hours Emergency
   - Attendance- Used for automated absence phone calls for students. Staff do not need to check off this category
   - Bus Information- Used by transportation to notify parents of bus related information. Staff do not need to check off this category.

- General- Used for the majority of messages
- School Closure
- Sporting Events
- Survey
- Lunch Balance (Category Not Used)
- WHS Student Email Only- Used by the WHS Athletic Department to email student athletes.

What happens when you unsubscribe to school messenger emails: When you receive a message from school messenger you have an option at the bottom of the message to unsubscribe. If you do that, you will be unsubscribed from **ALL** School Messenger Messages no matter what category they are in. Rather than unsubscribing we recommend editing your school messenger settings as described above in order to receive only those messages you would like.

Please do not report school messenger messages as spam. Simply change the category of messages so that you are receiving only those that you want to receive.