

# IMPORTANT NOTICE! PLEASE READ!

Our school uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. In order to enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site.

The Contact Manager feature 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.

In order to utilize this feature simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

1. Enter the following URL into your web browser: <https://contactme.schoolmessenger.com/index.php?u=fairfield>
2. Click the *Sign Up Now* link near the bottom of the page.
3. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, your name, and zip code. You'll use your email address and the password you enter here to sign in later. Check *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox. Click *Create Account* when you are done.  
[**Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]
4. Check your email. There will be an Account Activation email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to activate your account. This link will take you to a confirmation page where you must enter your password in order to activate your account. ***Please check your junk/spam email folder if you do not receive the email within a short period of time.***
5. Once you've activated your account, you're ready to add your child to your account. Click the link on the main page and add your child's student ID number. The student ID number is the same 6 digit number assigned at the time of registration and can be obtained by contacting your child's campus if you do not have it.
6. Simply follow the instructions on the page to call in and activate your account. You will need to be able to call the system from one of the phone numbers associated with your child's student record.

When you have finished adding your child to your account, you will be brought to the *Edit Contact Details* page where you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes.

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

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager!

To learn more about SchoolMessenger please visit their web site at [www.schoolmessenger.com](http://www.schoolmessenger.com)

**Please see reverse side!**

## **Notification Preferences**

On the reverse side of this page are instructions to set up preferences for FISD's School Messenger notification system. Do you have a different number that you want to be used for emergencies? Would you like a text too? Do you want to receive emails for food service balance notifications? This is how you can set that up. You can choose how you want to be notified in different situations. It takes only a couple of minutes.

It's important that the district be able to get in touch with parents in the event of an emergency, bad weather closings or delays. Our system can reach the entire district within minutes if we have proper contact information. Please take a moment to create an account and make sure we have correct contact information for your child(ren).

Please be aware that changing contact information using this system does not change it with the school campus. When changing phone number and/or addresses, it is important that you notify the campus as soon as possible so records can be kept up-to-date.