Dear Washtenaw ISD Staff Member:

Our school district utilizes the SchoolMessenger Notification System to provide timely communication to students and staff members on matters such as admissions, general interest activities and campus emergencies (such as building outages and school closings).

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 web site. This 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.

To take advantage of these features simply follow the steps below to create an account through the secure web site provided by SchoolMessenger.

Steps For Setting Up Your Account For The First Time:

1. Enter the following URL into your web browser:
   https://asp.schoolmessenger.com/washtenaw/subscriber/
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 confirm the encrypted image, your name, a valid email address, and a password. You'll use your email address and the password you enter here to sign in later. Review and accept the Terms of Service. 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 3rd party.]
4. Check your email. There will be an Account Activation email from support@schoolmessenger.com with the subject Account Activation, which contains a link to activate your account; activation codes are valid for 24 hours. This link will take you to a confirmation page where you must enter your password in order to activate your account.
5. Once you've activated your account, you're ready to select your notification preferences.
6. Log in and Select the 'Contact Info' tab.
7. Under the **Contacts section** click the Add More button and select the type of contact you want/need.
8. Follow the instructions to add additional contact information, such as additional email and phone numbers, to your account.
9. When you have finished making selections look under the **Interests section**.
10. Under *Emergency Notifications*, make sure both General and Survey are selected
11. Under *Organization*, Select the sites that define your location. You must select at least one site.
12. Click **Save**, and then **Logout**, in the upper right-hand corner.

Thank you for signing up and we hope you enjoy the SchoolMessenger system!

Steps For Changing Your Account Settings, After You Have Set Up Your Account:

1. Enter the following URL into your web browser:
   https://asp.schoolmessenger.com/washtenaw/subscriber/
2. Log in with your username/email address and the password you set on initial account creation. If you have forgotten this password then click on the **Forgot your password?** link and follow the instructions to reset your password. You may have to use the wash.k12.mi.us email extension to get this to work, depending on when you initially signed up. Try washtenawisd.org first. If the system won't take your login information, then try wash.12.mi.us.
3. Once logged in, select the 'Contact Info' tab.

4. Under the **Contacts section** click the Add More button and select the type of contact you want/need.
5. Follow the instructions to add additional contact information, such as additional email and phone numbers, to your account.
6. When you have finished making selections look under the **Interests section**.
7. Under *Emergency Notifications*, make sure both *General* and *Survey* are selected
8. Under *Organization*, select the sites that define your location. You must select at least one site.
9. Click **Save**, and then **Logout**, in the upper right-hand corner.

A Guide For Filling Out WISD School Messenger Site Selections: As you are setting up your account you will be asked to set Notification Type and Location. Utilize the following information to guide you in your selections.

Types of notifications/announcements that can be sent:

Notification	Meaning
Emergency Notifications	*Everyone receives emergency notifications, during school and after school. You cannot opt-out of emergency notifications.*
Attendance	Few WISD employees will need to check this. If you don't have a student in one of our schools please do not check.
General	General announcements by the administration. Check if you wish to receive General announcements from WISD, clear if you do not.
Survey	Survey based announcements by administration. Check if you wish to receive Surveys from WISD, clear if you do not.

Locations you can set (do not check any more than necessary…see NOTE below):

If you work here…	Check this box…
Dexter High School Classroom…	Dexter High School
DHH Middle School Classroom at High Point…	High Point
DHH Elem School Classroom at High Point…	High Point
DHH Classroom at Skyline…	DHH High School
DHH Classroom Preschool…	DHH Preschool
In the districts or any location not covered by this list	District (and the TLC checkbox)
ECA at EMU…	Early College Alliance
Forest School at George…	Forest School
High Point School…	High Point
WISD Classroom at Huron High School…	Huron High School
WISD Local Based Programs (AAPS)…	Local Based
WISD Main Campus (TLC Center)…	TLC
WIHI…	Washtenaw International High School
WAVE…	WAVE
Young Adult Programs (Outcenters)…	Young Adult Programs

NOTE: You can set as many locations as you wish, but remember that whatever happens at a particular site will affect your notifications: For example, you work at the TLC building and have checked both Early College Alliance and TLC (at the time it seemed like a good thing to do). One day the ECA supervisor decides to close classes for that day and sends out a notification via School Messenger. But the TLC building where you work has remained open. You will still receive the ECA closure call (at 5 a.m. (something you may not want!)). And then you need to get up and still come into work!

Selecting only the location(s) you need notifications for is the best option. If you don't need a secondary location checked, don't check it.