



SchoolMessenger Contact Manager



The SchoolMessenger Contact Manager is integrated into the PowerSchool Parent Portal and was designed to automatically notify parents about important information, upcoming events, and issues that impact the safety of students. All messages are automatically stored for 30 days, allowing you to review previously sent messages, even if you have opted out of receiving notifications.

You have options!!! If you do not want to receive a certain type of message, you can opt out. The system allows for three types of options to communicate with parents: phone calls, e-mails, and text messages. Please follow the steps below to see how you can review previously sent messages, or to customize what messages you and other contacts receive from SchoolMessenger.

How Do I Get to the PowerSchool Parent Portal to View SchoolMessenger?

1. Access the PowerSchool Parent Portal and log in using your parent username and password.
 - ❖ From a desktop: visit usd417.powerschool.com/public/home
 - ❖ From a mobile device: use the PowerSchool Mobile App 
2. After logging into PowerSchool, locate & click on the 'Contact Manager' icon located along the bottom of the left navigation menu. 
3. Under "SchoolMessenger" you will see 2 options: "Messages" and "Contacts"

- ❖ Selecting Messages will allow you to see all messages sent within the last 30 days.
- ❖ Selecting Contacts allows you to change or add SchoolMessenger contacts, add secondary contact information, and change the types of messages received by each contact.

SchoolMessenger

Messages | **Contacts**

Messages from the last 30 days

Date	Broadcasts Name	Sent By	Actions
Apr 6, 2017	New Message for...	Renroe Patrick	Play
Mar 20, 2017	Transportation Delays	George Woods	Play Read Email Read Text
Mar 20, 2017	44 Pre-K/Kinndergarten Registration Information	Jody Hallig	Read Email
Mar 20, 2017	New Message for...	Renroe Patrick	Play

Date	Broadcasts Name	Sent By	Actions
Apr 6, 2017	OSD Evacuation	Kris Mathews	Play Read Email
Apr 6, 2017	OSD Evacuation to Bullock	Jody Hallig	Play Read Email
Apr 6, 2017	OSD Parent Update	Jody Hallig	Play Read Email
Apr 6, 2017	Zumbal' Checkle and Poles	Kris Mathews	Play
Apr 6, 2017	Spring Break (PARCC)	Kris Mathews	Play

Please note: Updating or adding additional contacts in SchoolMessenger will NOT change the information in PowerSchool. If you need to update your contact info in PowerSchool, please call your student's school office and provide them with your new phone number or e-mail.