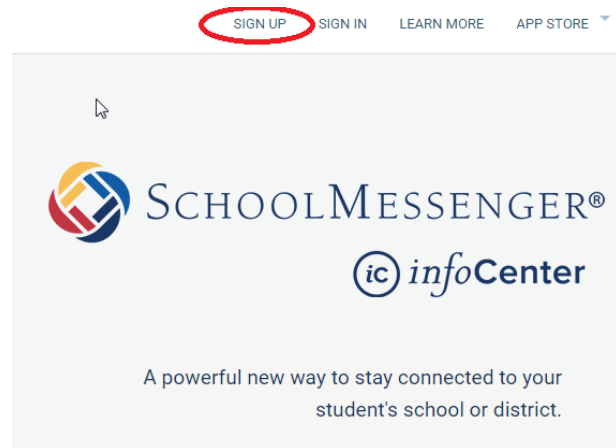


InfoCenter will allow you to personalize communications from schools or the district. Please follow the directions below to get signed up for InfoCenter.

Go to infocenter.schoolmessenger.com
Click the "Sign Up" link at the top of the page.



Enter the email that you have on file in Powerschool
Create a password
Confirm the password

A confirmation email will be sent with a confirmation code that will need to be entered to confirm the account.

The screenshot shows the 'Create Account' form on the SchoolMessenger website. The form has a blue header with the SchoolMessenger logo. Below the header, the title 'Create Account' is displayed. A note states: 'To create an account, use the email address that is on file with your school or district. Note: You may need to contact your school or district to ensure the proper email is on file.' There are three input fields: 'Username/Email', 'Password', and 'Confirm Password'. Below the fields is a blue button labeled 'Create New Account'. At the bottom, there is a link for 'Return to login' and a note: 'By creating an account, you agree to our Terms of Use and Privacy Policy.'

Copy and paste the confirmation code

The screenshot shows the 'Confirm Email' form on the SchoolMessenger website. The form has a blue header with the SchoolMessenger logo. Below the header, the title 'Confirm Email' is displayed. A note states: 'A registration email has been sent to you. Please check your email for the confirmation code. Confirmation is required to access most forms of data.' There is one input field labeled 'Confirmation Code'. Below the field is a blue button labeled 'Confirm'. At the bottom, there is a link for 'Return to login'.

You will directed to the login screen and will be able to log in with the email and password that you created.

The screenshot shows the 'Login' form on the SchoolMessenger website. The form has a blue header with the SchoolMessenger logo. Below the header, there are two input fields: 'Username/Email' and 'Password'. Below the fields is a blue button labeled 'Login'. Below the button is a link for 'Forgot your password?'. At the bottom, there is a note: 'First time accessing SchoolMessenger? Sign up now!'

If you have a phone number on file in Powerschool you will be asked to verify that you would like to use the number for calls from the district.

Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(269) 651-1682

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

To change any of your contact information please click on the Preferences link at the top of the page. You will be able to set your preferences for the different types of broadcasts that may be sent by the district or schools.

The screenshot shows a user interface for managing contact information and message preferences. The top section, 'My contact information', has an 'Add more' button with a plus sign. It contains two contact entries: a phone number '(269) 651-1682' with a 'Call to call' label and a delete icon, and an email 'vmetzger@sturgisps.org' with a delete icon. The bottom section, 'My message preferences', features five preference cards: 'Non-school Hours Emergency', 'School Hours Emergency', 'Attendance', 'General', and 'Survey'. Each card has a blue header and icons for call, text, and email. A note at the bottom states 'Surveys are not displayed in InfoCenter Messages'.

You can add or delete any phone numbers or emails under the “My contact information”. This would be a good place to enter phones/emails for others that might need to be notified when notifications are sent from the district. You may then decide which alerts are sent to which phones/emails in the “My message preferences”.

If you need any assistance, please click on the “Help” link at the top of the page.