

# Northern Lights Public Schools



## SCHOOLMESSENGER®

✓ **Computer** (go.schoolmessenger.ca)

✓ **Android**

✓ **iPhone**

## APP INSTRUCTIONS

Enter your email address and a create a password.

*Your email address MUST be the same email address that you provided to your child(ren)'s school in order to connect you with the messages that have been sent to you.*

Make sure the location is set to Canada. Check your email account for a verification message and follow the instructions.

To make sure everything is working properly, click on the three lines in the top left hand corner of the app.

The options listed should include Messages, Contacts, Groups, Preferences and Settings.

If you do not see the Contacts and Preferences options, your account has not connected properly with our student information.

Please contact your school or the Division's Communications Officer (780-826-3145) for assistance.

**To receive text messages from SchoolMessenger, text Y to 978-338 to give your consent.**

## WHAT DOES IT DO?

School Messenger allows schools and teachers to send messages to parents and/or students via voice message to your phone(s), email, or text. Parents can set their preferences and choose which types of messages will be sent through email, text, etc.

## WHAT MESSAGES WILL I GET?

- Automated attendance notifications.
- General messages from your child's teacher, school or the Division, such as newsletters and information about upcoming events.
- Two-way instant messaging with your child's teacher.
- Information regarding emergencies including class cancellations and school closures.

## WHERE CAN I LEARN MORE?

We have detailed instructions on how to download and use School Messenger to its full potential on the Northern Lights website. Go to [nlpsab.ca](http://nlpsab.ca) and go to the Parents section, and then Communication.

 [nlpsab.ca](http://nlpsab.ca)

   [nlpsab](https://www.facebook.com/nlpsab)