

## FISD SCHOOL MESSENGER NOTIFICATION SYSTEM

FISD uses the School Messenger Notification System for emergency notifications such as weather-related closings and other emergency notifications, attendance and transportation issues. In order to enhance our ability to accurately deliver that information we request that you create your own contact preference profile using School Messenger's Contact Manager web site.

The Contact Manager feature allows you to establish the preferred methods of contact from the District. 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 School Messenger.

Steps for setting up your account:

1. Go to [https://accounts.relianceco.com/cm/?is\\_return#login](https://accounts.relianceco.com/cm/?is_return#login)
2. Click the "Sign Up Now" link near the bottom of the page.
3. Enter a valid email address, a password, and your name.
4. Add your child's student ID and Activation Code. You may request these from the campus secretary or the technology director.

Student ID:

Activation Code:

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.

5. When you have finished adding your child to your account, you will be brought to the "Edit Contact Details" page where you 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.

**NOTE:** If you have created a school messenger in the past you can update your contact information at [https://accounts.relianceco.com/cm/?is\\_return#login](https://accounts.relianceco.com/cm/?is_return#login)