



School Messenger Notification System

Creating an Account Through Contact Manager

Enter the following URL into your web browser: <https://contactme.schoolmessenger.com/?u=boulder>

Click the *Sign up now* near the bottom of the page

You will be taken to the *Create a New Account* page where you will need to enter a valid email address, a password, your name, and zip code.

You will use your email address and the password you enter here to sign in later.

Check the box *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox.

Checking the "text me" box does NOT set you up to receive TEXT messages sent by BVSD through SchoolMessenger. It sets you up to receive notices when you have a PHONE message from BVSD.

Click *Create Account* when you are done.

Note: School Messenger does not sell or distribute your contact information to any third party.

Keep going ... you still have EMAIL CONFIRMATION and PHONE ACTIVATION to complete before your Contact Manager account is successfully set up, then one last step to opt in for TEXT messaging.

Welcome to SchoolMessenger Contact Manager.
Please click the link to activate your account.
<https://contactme.schoolmessenger.com/?n&u=boulder&t=ZaT0gYFD0u>

Or, visit the account activation page to enter your confirmation code. You must also supply your password used to create the account.
<https://contactme.schoolmessenger.com/?n&u=boulder>
Confirmation Code: xxxxxxxxxxxx

This confirmation code will only be valid for 24 hours.

Thank you,
SchoolMessenger
<http://www.SchoolMessenger.com/>

Email Confirmation

Check your email. There should be an email from contactme@schoolmessenger.com which contains a link to activate your account.

This link is valid for only 24 hours. If the link expires, start over at step 1.

Enter your confirmation code (found in your email) and password.

Click *Submit*

Follow the prompt buttons.

Choose the button *I do not have an Activation Code and want to activate by phone.*

Click Next

(Note – If this Step 1 screen does not appear and the site skips directly to Step 2, check to be sure you are at the correct URL: <https://contactme.schoolmessenger.com/?u=boulder>)

You are ready to add yourself to your account.

You must know your employee ID #.
Enter your ID beginning with the letters EEXXXXX.

At this point, if you have children in BVSD, you may also add each of them to your Contact Manager account by clicking "Add More."

Contact Activation - Step 3

Phone Activation

People to Add:

The person with the following ID Number can be added by following the confirmation steps below.

Confirmation Steps: You must follow these steps within **24 hours** to add the above person to your account.

[Print this page now](#)

Step 1: You must call from one of the phones listed below in order to verify your caller ID with our records.
For security reasons, we have hidden parts of your phone numbers with 'xxx':

Step 2: Call **(866) 825-6519**

Step 3: When prompted, select option 2.

Step 4: When prompted, enter this activation code **966069**

Step 5: When the call is complete, log back into your Contact Manager account to edit your notification preference

[Back](#) [Done](#)

Phone Activation

Follow the instructions on the page to call in and activate your account.

You will need to call from a phone number associated with your staff ID.

Click *Done*

NOTE: If none of the numbers displayed are correct, you will need to get your contact information updated in Lawson before you will be able to set up your Contact Manager account in School Messenger.

Contact Preferences - LISA COLLINS

[Messages](#) [Contacts](#)

Contacts

[Add A Contact](#)

First Name	Last Name	ID#	Actions
LISA	COLLINS	es7030	Edit

LISA COLLINS

Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Phone 1 (Primary Household)	(303) 834-9090	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2 (Secondary Household)	(720) 561-6224	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3 (Contact 1 Home)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Contact 1 Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 5 (Contact 1 Cell)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 6 (Contact 2 Home)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 7 (Contact 2 Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 8 (Contact 2 Cell)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 9 (Contact 3 Home)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 10 (Contact 3 Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 11 (Contact 3 Cell)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 12 (Contact 4 Home)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 13 (Contact 4 Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 14 (Contact 4 Cell)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 15 (Student Home)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 16 (Student Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have children who are BVSD students, when you have finished adding them to your account, click the *Contacts* tab at the top of the page. This takes you to the page where you can Edit your preferences. Check the appropriate boxes. Make sure to click Save when you're done.

Note – If you are a BVSD employee AND a BVSD parent, then the place to set preferences for how you receive district and school communications related to your STUDENT(S) is on your student's page (or tab) in your Contact Manager account. Preferences you set on YOUR page will guide how you are contacted with messages related to YOUR role as a BVSD employee.

This LAST step is what sets you up to receive TEXT messages:

SMS

Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
SMS 1	xxx-xxx-xxxx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMS 2	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMS 3	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 4	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS 5	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

[Save](#)

Scroll to bottom of page to add SMS (*short message system*) contact information.

Click *Save*.