

## Emergency & Cancellation System – School Messenger – InfoCenter Staff Guide 2018

SPSD has implemented SchoolMessenger’s InfoCenter, allowing you to better control how you receive communications from your school or district. The following is a guide to help you get started. **Even if you were notified last year it is important to verify you contact information each year.**

InfoCenter provides access to all the messages and information sent to you by our schools and district. Accessible from any internet-enabled device, InfoCenter visually displays and organizes alerts, notifications, and attachments for easy review and reference.

### To Sign Up for InfoCenter:

1. Access the InfoCenter web portal at <https://infocenter.schoolmessenger.com/> or download the InfoCenter by SchoolMessenger app from the Apple App Store or Google Play Market.
2. Click the “Sign Up” button, enter your SPSD.ORG email address and create a password. An email will be sent to that address.  
*(note: If you receive an “already claimed by another user account” error message that means you’ve already created a SchoolMessenger account. Hit Forgot Password, if you can’t get in)*
3. After authenticating via the token sent to your email, return to InfoCenter and sign in using your email and password.

### To Modify your Contact Info and Preferences:

Because we do not know all your personal email addresses or cell phone information. You will need to add and maintain this yourself.

To do so, find the Preferences option, typically located by clicking on the three lines in the upper right-hand section of the webpage or app.

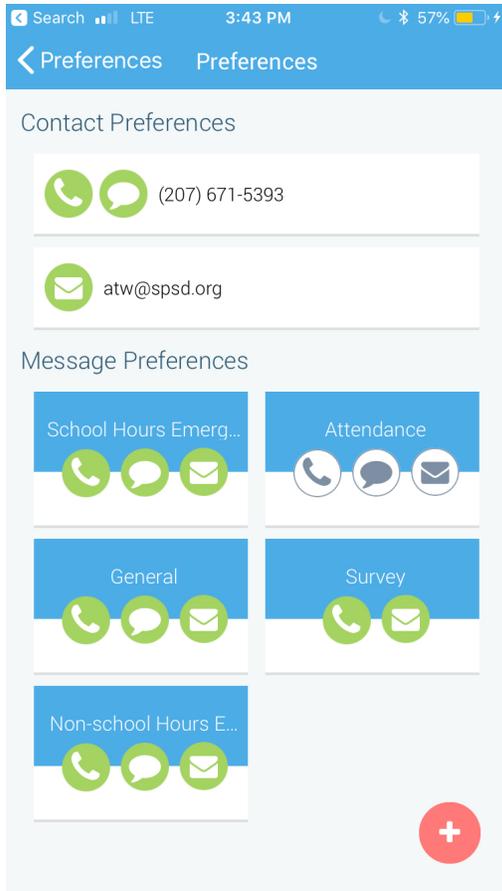


Click on the Green circle labeled “Add more”



Configure the way you’d like to receive notifications. You can uncheck the “Absence” messages as that is reserved for families with students in the district.

Once finished, your selections should look something like this (based on your preferences)



**Please remember that except in the case of major emergency, we have decided to not notify staff, student, or parents via phone calls.**

Text messages and emails will arrive shortly after the decision to use the alert system has been made. As always, no system is perfect, it is best to check local radio stations, TV or a colleague about any cancelations.