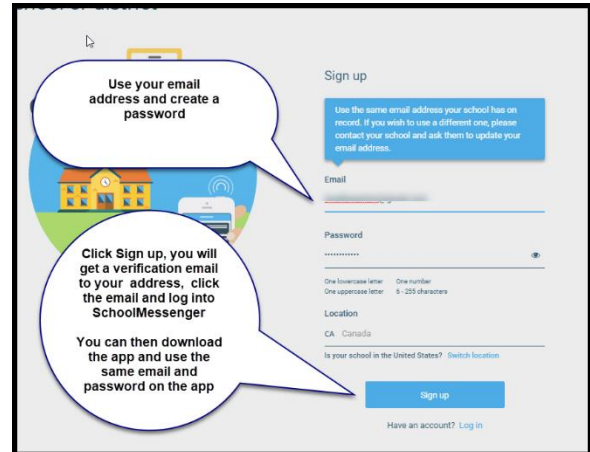


School Messenger Quick Reference Guide

How to sign up and create a SchoolMessenger account.

1. Open an internet browser and search for go.schoolmessenger.ca or download the BLUE SchoolMessenger app
Click to [Download the app for Apple devices](#). Click to [Download the app for Android devices](#).
2. Click Sign up in the upper right corner
3. Use the email address on file at the school and create a password. **Important note: You must use the same email address your school has on record.** If you wish to use a different one, please contact your school and ask them to update your email address.
4. Click Sign up. Choose your password. Select **Location as Canada**. Tap Sign Up. You will receive a verification email. From this email, click the link to verify. This will open in a browser where you will be prompted to enter your login details. Log in and confirm your details.



Phone Access and Setting a PIN

If using the LKDSB toll-free Attendance Reporting number 1 (844) 487-3695, Parents/guardians should require that a Personal Identification Number (PIN) be entered before absences can be reported or explained for their student using the SafeArrival phone system.

What if I'm not calling from my home phone number?

You will be asked to enter a phone number that is registered for your student.

Can anyone who knows my phone number report an absence using the phone system? Including my child?

Yes, anyone who uses a phone that is listed in the school's system for your student or anyone who can enter a phone number that is listed in the school's system for your student can report an absence for your student.

It is strongly recommended that you set a PIN that must be entered before an absence can be reported or explained for a student. We recommend that you provide your email address so that whenever an absence is reported or updated, you will receive an email confirmation notice.

Setting a PIN

PIN settings can be set by Parents/ Guardians from the Attendance page of the SchoolMessenger app or by logging into the School Messenger Website.

On the Manage your PIN Settings screen, choose the district in which the student is enrolled (if the Parent Guardian has students enrolled in more than 1 district). The Parent / Guardian will see a list of his/her students and will be able to **tap the checkbox to request that a PIN be required** for when reporting and explaining absences for this student by phone. A 4-digit PIN can then be entered. Changes made on this screen will be saved automatically. Tap the **eye icon** to see the PIN as you enter it. Tap the **edit icon** to modify the PIN.