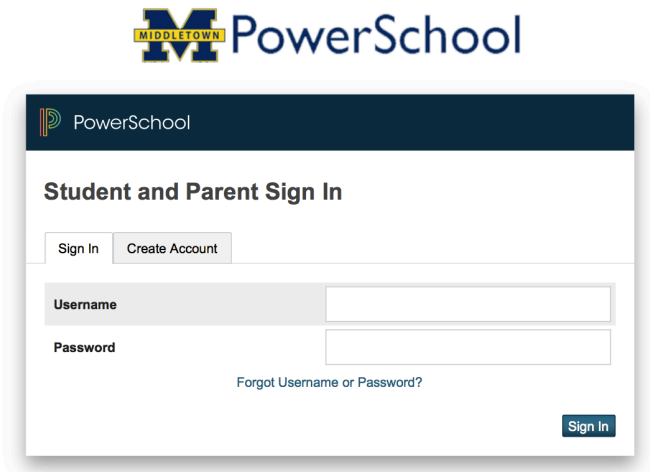


# HOW TO UPDATE YOUR SCHOOLMESSENGER INFORMATION

SchoolMessenger is a mass communication system that contacts parents/guardians by phone, text and email with District announcements, emergency messages, and weather-related messages.

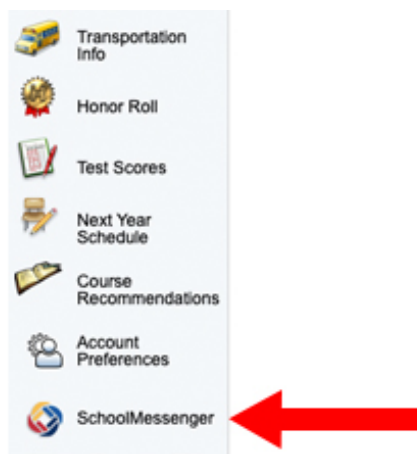
1

- Go to [powerschool/raiderweb.org/public](https://powerschool/raiderweb.org/public).
- Enter your user name and password.
- If you forgot your username or password, use the "Forgot username or password?" feature to retrieve it. Check your junk/spam folder for the email.
- If you still need assistance logging in, please contact your YOUNGEST STUDENT'S school office:
  - [finkoffice@raiderweb.org](mailto:finkoffice@raiderweb.org)
  - [kunkeloffice@raiderweb.org](mailto:kunkeloffice@raiderweb.org)
  - [reidoffice@raiderweb.org](mailto:reidoffice@raiderweb.org)
  - [mamsoffice@raiderweb.org](mailto:mamsoffice@raiderweb.org)
  - [mahsoffice@raiderweb.org](mailto:mahsoffice@raiderweb.org)



2

At the bottom of the left column, click on the SchoolMessenger icon.



3

## CALL PERMISSION:

If you are entering the system for the first time, you will be **required** to answer this opening question granting MASD permission to call your number.

To select your answer, click on the dropdown options to view the optional responses. **YOU MUST SELECT YES TO RECEIVE DISTRICT NOTIFICATIONS.** Then click **SAVE**.

Is it ok to call this phone number?

Permission settings for (717) 948-3000

Would you like to receive other pre-recorded messages from your school or school district for topics that you select, such as school closures and attendance notifications?

- ✓ Yes, it's ok to call me at this number
- No, call me for emergencies only

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

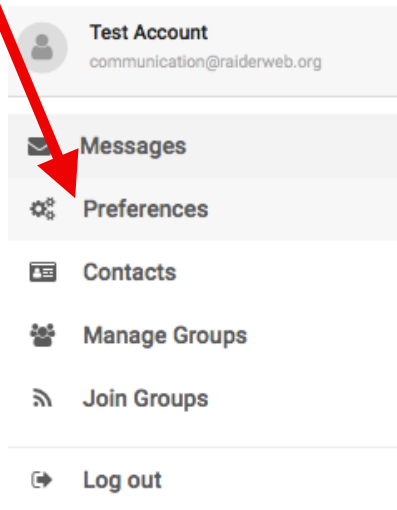
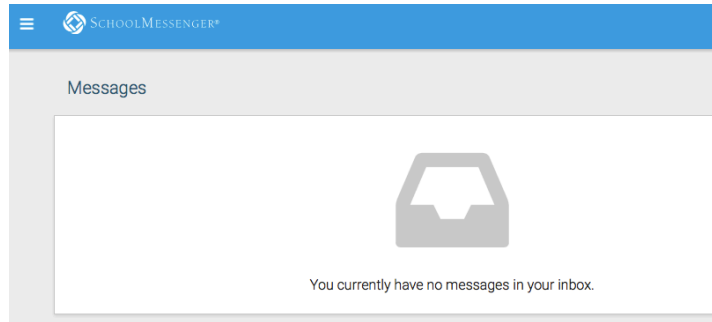
Cancel

Save

4

Your homepage is the message screen which displays all the messages that have previously been sent to you.

Click on the menu bars and select PREFERENCES.

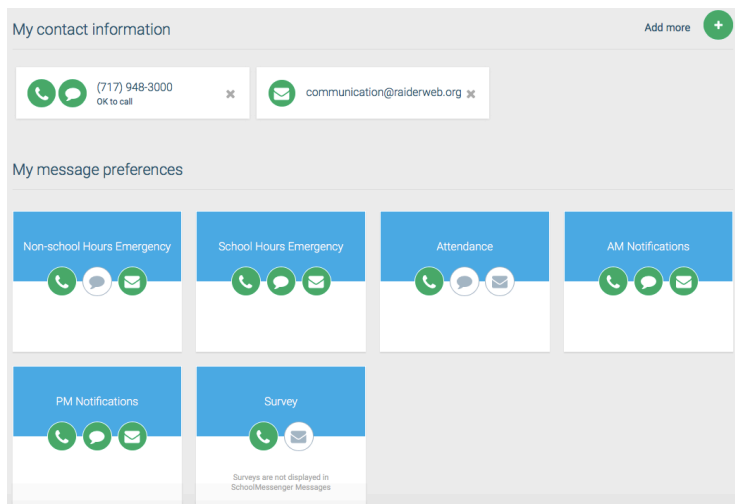


5

Now you can **VIEW** your notification preferences and **ADD** more contact info.

In this example, the user is set to receive a call, a text, and an email.

You can add up to 2 phone numbers and 2 emails.

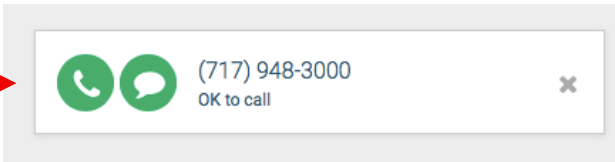


**PROCEED TO NEXT STEP TO MAKE CHANGES TO YOUR NOTIFICATION PREFERENCES.**

6

**TO EDIT YOUR NOTIFICATIONS,**

click on each phone number.



You'll be taken to the screen pictured below where you can check boxes to set your preferences for that specific phone number. Repeat the process for each phone number.

<p>Non-school Hours Emergency</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>School Hours Emergency</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>Attendance</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>AM Notifications</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>
<p>PM Notifications</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>Survey</p> <p><input checked="" type="checkbox"/> Call me</p> <p><small>Surveys are not displayed in SchoolMessenger Messages</small></p>	<p><b>IMPORTANT!</b></p> <p>You must have at least one option checked under each of the boxes or you will not receive important calls from MASD.</p> <p>Emergency Notifications are only used in extreme emergency situations. A phone number and an email must be set for both Emergency boxes.</p>	
<p>Cancel</p>		<p>Save</p>	

AM/PM Notifications are used for weather messages AND District announcements. A phone number AND an email must be set for both AM and PM boxes because some messages are only sent via email.

**REPEAT FOR EACH EMAIL ADDRESS AND DON'T FORGET TO CLICK SAVE.**

<p>Non-school Hours Emergency</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>School Hours Emergency</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>Attendance</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>AM Notifications</p> <p><input checked="" type="checkbox"/> Email Me</p>
<p>PM Notifications</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>Survey</p> <p><input checked="" type="checkbox"/> Email Me</p> <p><small>Surveys are not displayed in SchoolMessenger Messages</small></p>	<p><b>AFTER YOU CLICK SAVE, REMEMBER TO GO BACK AND COMPLETE THE SAME PROCESS FOR EACH CHILD.</b></p>	
<p>Cancel</p>		<p>Save</p>	

**THAT'S IT! YOU'RE ALL SET!**  
You may sign back in at any time to change your contact information or preferences. For further assistance, contact communication@raiderweb.org.