

Rhinebeck Central School District

SchoolMessenger – Contact Manager Account Setup Instructions

Rhinebeck CSD uses a program called “SchoolMessenger” to provide communications to parents and staff. The Contact Manger feature allows you to control the ways in which you prefer to be contacted (multiple phone numbers, email addresses, and SMS (text) messaging phone numbers). It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature, please follow the steps below to create an account through the secure Contact Manager website provided by SchoolMessenger.

1. Go to the SchoolMessenger website at <https://contactme.schoolmessenger.com>
 2. Click the “Sign Up Now” link in blue.
 3. You will be taken to the Sign Up page where you can create a new account by entering a valid email address, a password, your name and zip code. You’ll use your email address and the password you enter here to sign in later. Enter the security words/numbers as seen on the screen. Click “Sign Up” when you are done.
 4. Check your email. There will be an Account Activation email from contactme@schoolmessenger.com which contains a link to activate your account. This link will take you to a confirmation page where you must enter the confirmation code you receive in the email and your password (the password you created) to activate your account. Click “Submit”.
- Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party
5. After you press submit, click the “Click Here to Begin” link.
 6. Now you are ready to add your children as contacts on the account. If you have more than one child in the district, you will need to add each child individually. ****Remember to act quickly, these activation codes expire in 30 days.**
 7. Add your first child’s ID and Activation Code provided to you in the email or letter you received. **(If you do not have this information, please send an email to Donna Ellis at dellis@rhinebeckcsd.org and it will be sent to you.)** Click “Add”. After you successfully add the first child, you will be prompted to add an additional contact (child). Continue to add each of your children using the ID and activation codes provided. When you are finished adding each of your children, click “No” when asked if you want to add another contact. Next, you will be taken to the Welcome Page.

8. There are two tabs at the top of the Welcome Page: *Messages and Contacts*
9. Choose the Contacts tab and then click "Edit".
10. You can now customize your contact preferences inside each of your children's accounts. Make sure that you click "Save" when you are done making changes.

PLEASE NOTE: Any changes you make to your contact preference profile are for SchoolMessenger notifications ONLY and will not affect your emergency contact information at your child's school. If you wish to make changes to your child's recorded emergency contact list, you must contact your school directly.

11. Lastly, add <https://contactme.schoolmessenger.com> to your favorites so that you can easily change your contact preferences or check your messages in the future.

To learn more about SchoolMessenger, please visit their web site at www.schoolmessenger.com.