



Dear BVSD Parents -

BVSD uses SchoolMessenger to provide timely communication to parents and staff members on matters such as attendance, general interest activities, and campus and district emergencies. You now have the ability to maintain your contact preferences using SchoolMessenger's Contact Manager website. Contact Manager allows you to control the ways in which you prefer to be contacted depending on the type of message that is being sent. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature, simply follow the steps below to create an account. See attached pages for screen shots.

Steps for setting up your account:

- Enter the following URL into your web browser:  
<https://contactme.schoolmessenger.com/?u=boulder>
- Click the *Sign Up Now* link 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'll use your email address and the password you enter here to sign in later. Check *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 SchoolMessenger mailbox. Click *Create Account* when you are done.
  - **[Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any third party.]
- Check your email. There should be an email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to activate your account. Click the link and enter your confirmation number and password. Please note that the link is only valid for 24 hours.
  1. Choose the "activate by phone" option.
  2. Enter your child's student ID number. This is a six-digit number that can be found on your student's report card or student ID card. If you do not know your student's ID number, contact your student's school. If you have more than one child who currently attends BVSD, you can add each of them to your Contact Manager account by clicking "add more" on this screen.
  3. Call in and activate your account. *(Note that you must call from a phone number that is associated with your student's contact information provided to BVSD. The possible numbers will be indicated on this screen in Contact Manager. If none of the numbers displayed are correct, you will need to update your contact information through your child's school prior to setting up your Contact Manager.)*
  4. When you have finished adding your child(ren) to your account, click the *Contacts* tab at top of the page. This takes you to the page where you can *Edit* your preferences. Check the appropriate boxes. Make sure that you click *Save* when you are done.

Thank you for signing up and we hope you enjoy the SchoolMessenger Contact Manager!



School Messenger Notification System

## Creating an Account Through Contact Manager

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

2.

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

3.

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.

Click *Create Account* when you are done.

**Note:** SchoolMessenger does not sell or distribute your contact information to any third party.

4.

Welcome to SchoolMessenger Contact Manager.  
Please click the link to activate your account.  
<https://contactme.schoolmessenger.com/?n&u=boulder&t=ZaTOgYFD0u>

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/>

Check your email. There should be an email from [contactme@schoolmessenger.com](mailto: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 to begin.

5.

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Boulder Valley School District  
My Account | Help | Logout

### Contact Activation - Step 1

**Activation Method**  
Start by choosing the method you'll use to add people to your account.

I do not have an Activation Code and want to activate by phone.  
 I have an Activation Code to enter now. (This code is provided by your school for each child; not required to activate by phone.)

Next Cancel

Logged in as Lisa Collins (lisa.collins@bvdsd.org)  
Current system time is January 14th, 2013 10:02:00 am (US/Mountain)  
Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#).  
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Choose the button *I do not have an Activation Code and want to activate by phone.*


Click Next

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### Contact Activation - Step 2

**Add Contact**  
Enter the ID numbers of the people you wish to add to your account.  
You can add multiple people to your account in a single call to our toll free number.  
Enter all of your ID numbers by using the Add More button.  
Clear any ID numbers you don't want to include, then click Next.

ID Number  
1  

Add More

Next Cancel

Logged in as Lisa Collins (lisa.collins@bvdsd.org)  
Current system time is January 14th, 2013 10:05:05 am (US/Mountain)  
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You are ready to add your student(s) to your account.

You must know your student's six-digit ID #. (*This number appears on your child's report card and/or student ID card.*)

If you have more than one child in BVSD, you may add them to your Contact Manager account by clicking "Add More."

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### Contact Activation - Step 3

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

People to Add:

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 "xxxx".

⚠ If your phone service has caller identification blocked, you must first dial \*82 to unblock it for this call.

**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

Logged in as Lisa Collins (lisa.collins@bvdsd.org)  
Current system time is January 14th, 2013 10:14 am (US/Mountain)  
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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 child's Student ID #.


Click *Done*

**NOTE:** If none of the numbers displayed are correct, you will need to update your contact information through your child's school prior to setting up your Contact Manager account in SchoolMessenger.

6.

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Messages **Contacts** 

### Contact Preferences - LISA COLLINS

**Contacts**  
Add A Contact

First Name	Last Name	ID#	Actions
LISA	COLLINS	ee7030	Edit

**LISA COLLINS**

Phone	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"/>
Phone 2 (Secondary Household)		(720) 561-6224	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4 (Contact 1 Work)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 5 (Contact 1 Cell)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 6 (Contact 2 Home)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 7 (Contact 2 Work)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 8 (Contact 2 Cell)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 9 (Contact 3 Home)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 10 (Contact 3 Work)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 11 (Contact 3 Cell)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 12 (Contact 4 Home)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 13 (Contact 4 Work)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 14 (Contact 4 Cell)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 15 (Student Home)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 16 (Student Work)		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you have finished adding your child(ren) to your account, go to the *Contacts* tab where you can click *Edit*. Check the appropriate boxes.

Make sure to click *Save* at the bottom when you are done.