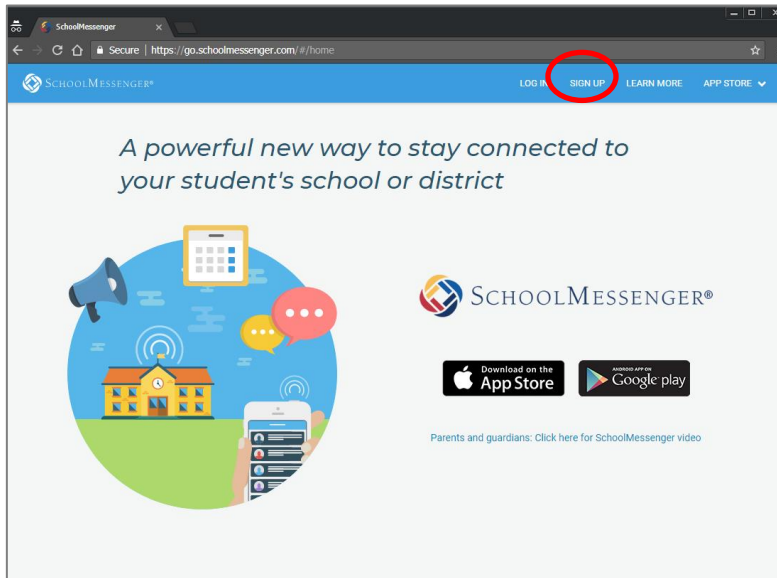


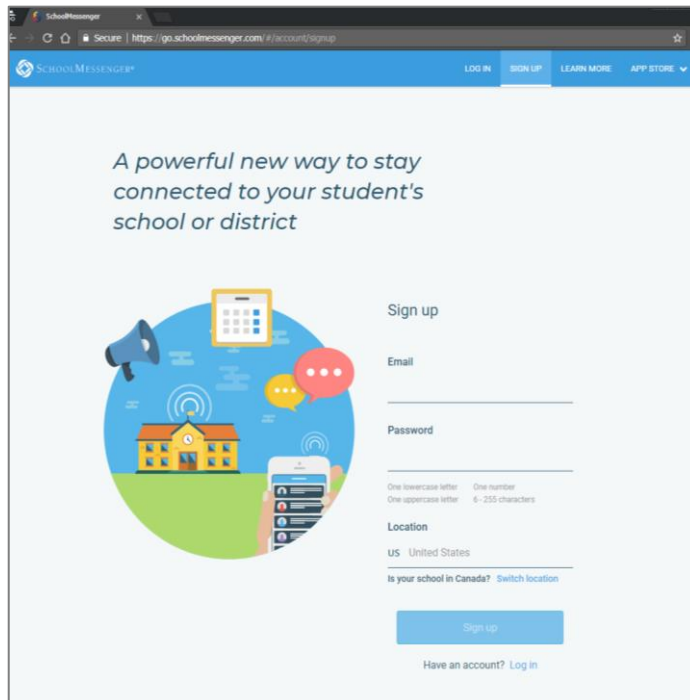
APS SCHOOL TALK

Creating a Parent Preferences Account

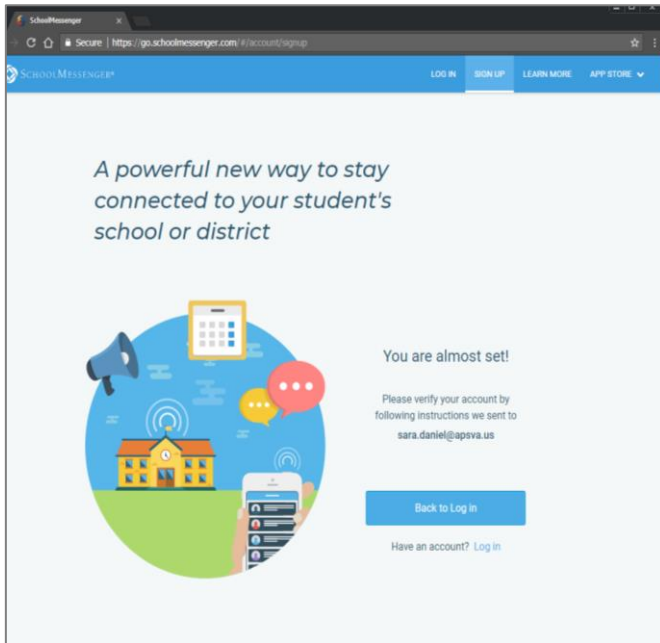
1. In any browser, go to <https://go.schoolmessenger.com>
2. You will see:



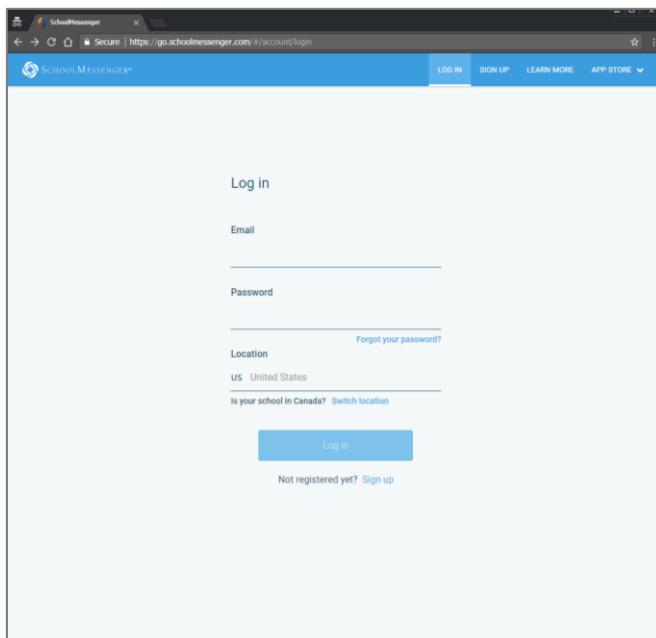
3. Click Sign Up in the upper right corner.
4. You will see:



5. Enter your email and create a password.
**BE SURE TO USE AN EMAIL ALREADY ON FILE WITH THE SCHOOL (Synergy or ParentVUE). In other words, an email at which you already are receiving School Talk messages. This will allow you to be correctly associated with your student.
6. Click Sign Up.
7. You will see:

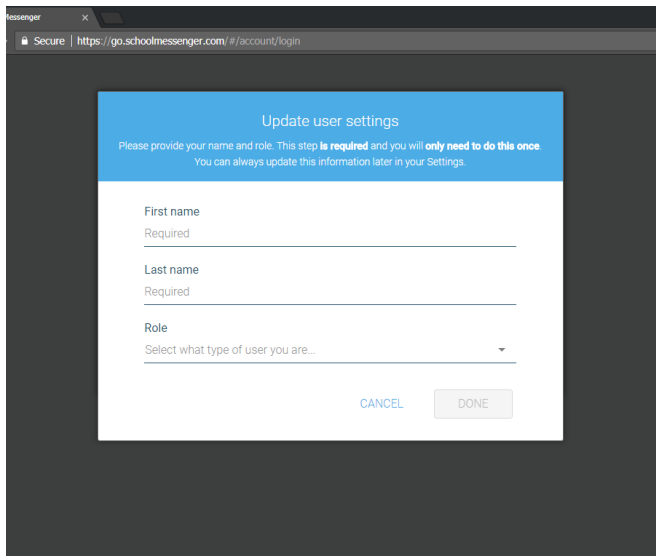


8. Check your email. Click on the link in the confirmation email.
9. You will be taken to:



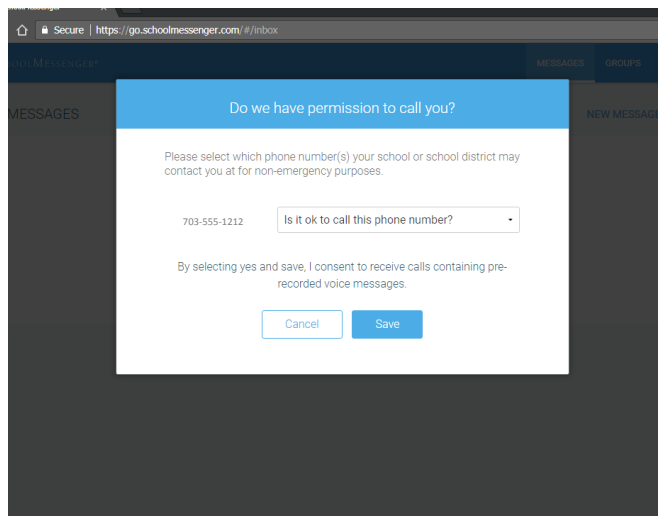
10. Enter the email address and password you just set up, and click Log In.

11. You will see:



12. Fill in your first and last name, and select “Parent” in the Role field, then click Done.

13. You will see:

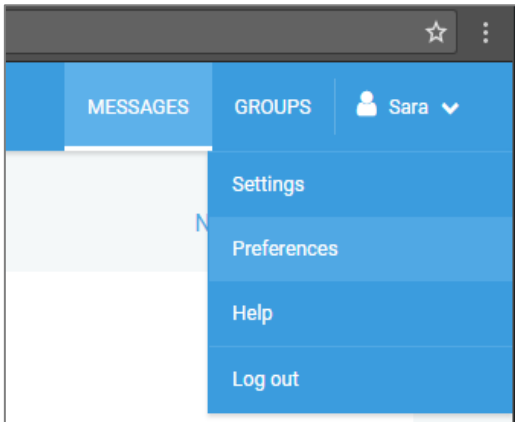


14. You will see the phone numbers we have on file. Please indicate whether we can call each number by selecting yes or no from the dropdown, for each, then click Save.

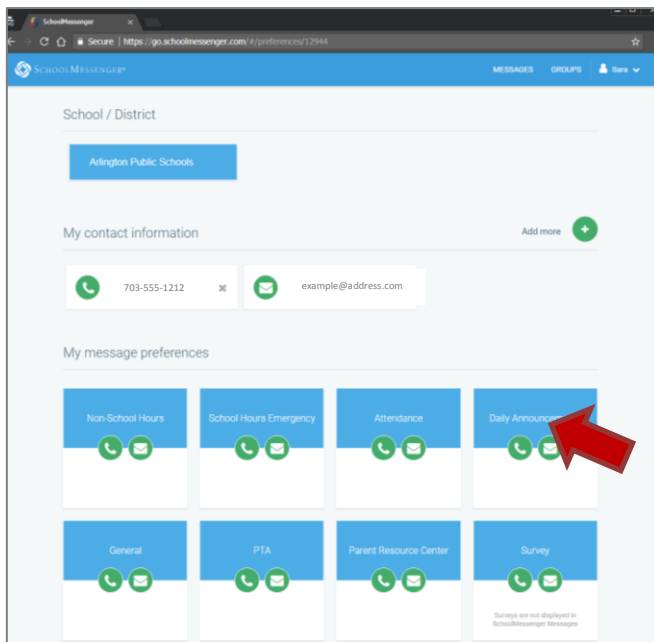
15. You will be taken to the Messages tab.

16. You can click on the Contacts tab to check that you are correctly associated with your student(s).

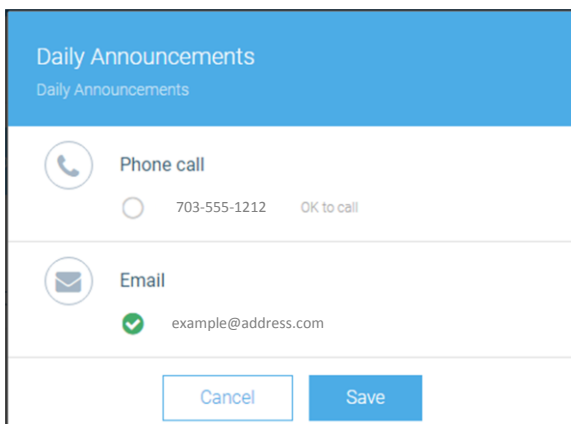
17. TO SET YOUR PREFERENCES, click on your name in the upper right corner, then click Preferences.



18. You will see:



19. Click on any of the message-type blocks to adjust the phone or email for that message type.



NOTE: For emergency and attendance messages, at least one phone number is required. Since most emergency messages are sent by email, you should have at least one email selected for those as well.

Once you've set up your preferences, you do not need to return to this login except to change or update your preferences. You will receive all School Talk messages, according to the preferences you've indicated, to your selected emails and phone numbers.

To add or update a phone number: Please contact your school directly.

To add or update an email: Please log into your ParentVUE account, click on the MyAccount tab, and add or update emails there. Or, contact your school.