



## IMPORTANT MEMO JUNE 24, 2019

From Kristin Heidemann, Communications Director

kheidemann@forestcity.k12.ia.us 641-585-2323 x2207

### Action Required!

## New Communication App called SchoolMessenger Replaces SchoolWay

Effective July 1, 2019

The district has a new communication system in place called SchoolMessenger to distribute important school-related messages. This replaces the SchoolWay app as Schoolway is retiring its service as of June 30. *You may delete the SchoolWay app on July 1.* SchoolMessenger is widely used by school districts. SchoolMessenger works a bit differently than SchoolWay and has many more capabilities that you will learn about as we transition.

### TO GET STARTED, THERE ARE TWO IMPORTANT STEPS THAT YOU NEED TO COMPLETE TO RECEIVE MESSAGES FROM THE DISTRICT

## 1. OPT-IN TO RECEIVE TEXT MESSAGES

Students, parents/guardians, and staff: We need your permission to send text messages to you. If you know you have a cell phone number on file with the district (in the student/parent portal Infinite Campus). →

Opt-In from  
your mobile  
phone now!



Just send  
"Y" or "Yes"  
to 67587

- If you haven't already opted in by texting **Y** to **67587**, on Friday, June 28, around 10 a.m., you will receive a text message from Forest City Schools asking you to confirm that you will accept text messages from the district. Simply reply **Y** and no further action is required.
- **If you do not receive the opt-in text message, it means we do not have a cell phone number in our Infinite Campus student/parent portal. Contact Kristin Heidemann, kheidemann@forestcity.k12.ia.us or 585-2323.**

## 2. DOWNLOAD THE BLUE ICON SCHOOLMESSENGER APP



Download the "SchoolMessenger" mobile app from your app store.  
Look for this light blue icon.

You must create an account in the SchoolMessenger app using an email address and password before you can start using it. The email you use must match our school district records (student/parent portal Infinite Campus) to receive school-affiliated messages. If the email address does not match, it will tell you once you login to the app. If you receive this message...your email is not associated... contact Kristin Heidemann, kheidemann@forestcity.k12.ia.us or 585-2323.

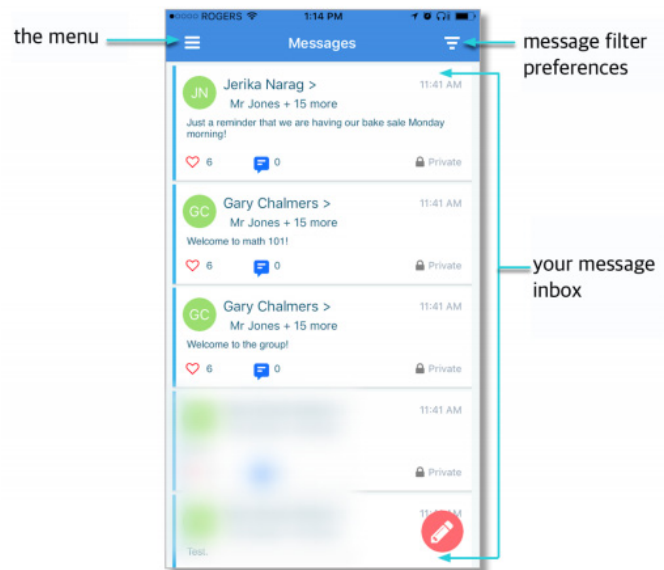
1. Once the app is downloaded, click **Sign Up**
2. Enter an email address:
  - **TEACHERS and STUDENTS (MS/HS)** — use your school-issued email address (@forestcity.k12.ia.us)
  - **PARENTS/GUARDIANS** — use an email address on file with the school (in Infinite Campus).
3. Enter a password of your choice — minimum requirement is 1 lowercase letter, 1 uppercase letter, 1 number, and 6 characters
4. Click location of **United States** and then **Sign Up**.
5. You will be sent an email at the address provided. Click the link in the email to verify your account. It will take you to a log in screen on your computer because there's a web version of this program but you can just **return to the app** and **Log In**.
  - Students: Log in to your school email account from any computer/device by going to **www.gmail.com** and enter your school email address (example: 20lastnameinitial@forestcity.k12.ia.us) and password. The number is your two-digit graduation year.

## WHEN YOU FIRST SIGN IN...

The SchoolMessenger app houses all of the messages sent from resources in the district such as weather-related announcements, classroom and group updates, activity/sport-related announcements, school and district notifications. *Unless your child is involved in summer-related school activities, you will not see many messages at this time.*

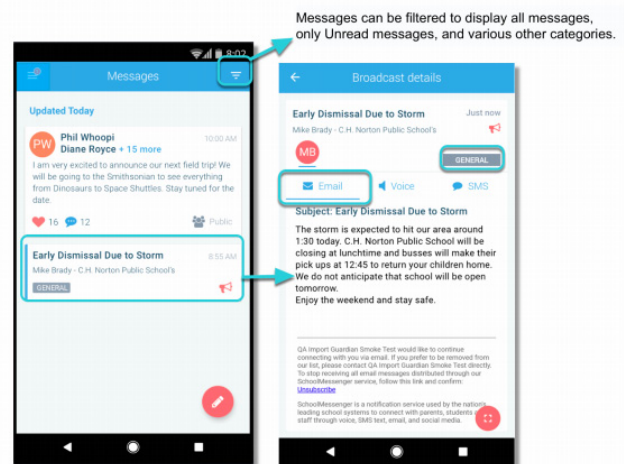
SchoolMessenger integrates with our student/parent portal data system called Infinite Campus; therefore, your account information and contacts will already be included. Your app content (groups) is tailored based on the classes, school or activities/sports your child(ren) participate in. In the future, you may be invited to join other groups or can join others based on your interests.

1. After successfully logging in, you may be asked to complete a couple of prompts.
2. Navigate other features by tapping “the menu” option.
  - **Messages:** This displays ALL messages sent from the school as well as app groups.
  - **Preferences:** Allows you to edit how you are contacted when we send broadcast messages.
  - **Contacts:** Shows who is affiliated with your account.
  - **Groups:** You will see the groups you are a member of or you may be asked to join a group and be given an access code. **NOTE THAT THESE WILL UPDATE CLOSER TO THE 19-20 SCHOOL YEAR.**
  - **Settings:** Turn notifications on (also note that your phone settings determine how you are notified as well).



## ABOUT MESSAGES...

1. The district may send messages via phone call, email, text/SMS, social media or a combination of these methods.
2. You set how you want to receive messages directly in your preferences; however, the app will display all messages sent- pertinent to your record.
3. We will place phone calls in emergency situations and with certain reminders (i.e. negative balances). We will not place phone calls before 7 a.m.
4. We will use text messages, email, push notifications to the app and social media posting for **no school days, postponements and general messages.**
5. Teachers, coaches, and activity-sponsor messages will be in the app only (you won't receive those via a text, email or phone call).



Broadcasts can also be sent in SMS text form.

The storm is expected to hit our area around 1:30 today. C.H. Norton Public School will be closing at lunchtime and busses will make their pick ups at 12:45 to return your children home. We do not anticipate that school will be open tomorrow. Enjoy the weekend and stay safe.

For those who prefer to use a website instead of a mobile app, the SchoolMessenger app's functions are available online at [go.schoolmessenger.com](http://go.schoolmessenger.com). You can sign up and follow these same steps.