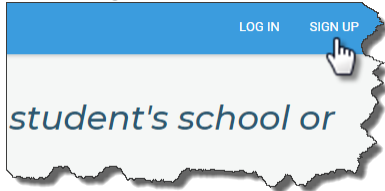


JCPS SCHOOL MESSENGER STAFF CONTACT AND OPT IN DIRECTIONS

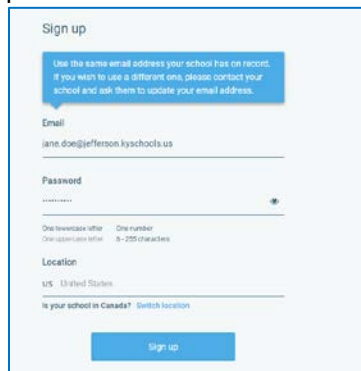
School Messenger (SM) is the new phone, email and SMS messaging system utilized by Jefferson County Public Schools. SM replaces the previous system: One Call Now.

The following process will allow JCPS staff to both enter appropriate contact information and opt in to receive important messages from Jefferson County Public Schools. This process is ONLY for staff that are NOT a parent of a JCPS student. You can also download the [Blue] School messenger APP via android or apple devices to sign up for and receive messages from School Messenger.

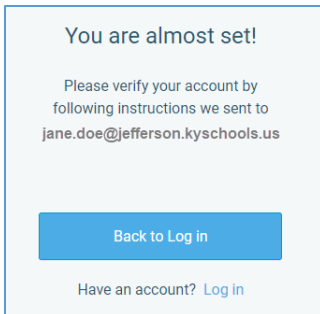
1. Go to <https://go.schoolmessenger.com/>
2. Click **Sign Up**.



3. Enter your jcps Email address and preferred Password and click **Sign up**.

A screenshot of the School Messenger sign-up form. The form has a blue header with 'Sign up' and a blue box with instructions: 'Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.' Below this are fields for 'Email' (jane.doe@jefferson.kyschools.us), 'Password', 'One-time use only' (with a number), 'Location' (US - United States), and a checkbox for 'Is your school in Canada?'. A blue 'Sign up' button is at the bottom.

4. A message will return notifying you to go into your email and verify your account.

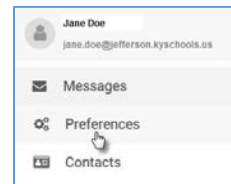


5. Copy and paste the link from your email into a browser. It will auto-populate your username and password.
6. Click **Log in**.

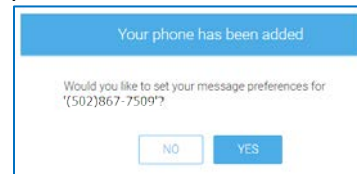
7. Click the 3 lines in the top left.



8. Select **Preferences** to update your contact information.



9. Your JCPS email address may be the only item appearing on this screen.
10. Click **Add More** > **Add a phone** to add phone numbers.
11. Type in the phone number you wish to receive phone and SMS (text) messages on.
12. Click **Save**.
13. A box displays, indicating your phone has been added. Click **Yes** to update the preferences.



14. Click **Call me** and or **Send Text** next to *General, Non-School Hours Emergency* and *School Hours Emergency* and click **Save**.
15. Continue the above process to add any additional numbers. This process will both add the contact numbers and also opt you in to receive SMS text messages.