

NEW PRAIRIE UNITED SCHOOL CORPORATION

Mr. Jim Dermody, Superintendent
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Our school uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities, athletics, PTO, The Activity Center and campus and district emergencies. In order to enhance our ability to accurately deliver that information, we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site. Contact Manager allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, providing 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 through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

Option 1: Browse to the following School District web page: www.npusc.k12.in.us Choose "Community" from the main menu then choose "School Messenger Contact Mgr" located under the School Messenger section of the drop down menu and then follow steps 1 thru 5 below.

Option 2: Enter the following URL into your web browser:


<https://contactme.schoolmessenger.com/newportaluser.php?u=newprairie>

1. You will be taken to the Sign Up 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 mailbox. Check *Text me when I have a new phone message* if you would like to receive a text message each time there is a new message in your mailbox. Accept the Terms of Service and 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 3rd party.]
2. 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 your password in order to activate your account.
3. Once you've activated your account, you're ready to add yourself to your account. Click the, "Click here to begin" button. Select the option that says, "I do not have an Activation Code and want to activate by phone," and click Next. Add your child's Student ID, If you do not have this info you can contact your student's school.
4. Simply follow the instructions on the page to call in and activate your account. You will need to be able to call into the system from the phone number associated with your student ID.
5. When you have finished adding your child to your account, navigate to the *Contacts* tab and click the edit link the to right of your child's name. There you can simply check which types of messages you would like to receive and at which phone number or email address. When adding additional phone numbers, email addresses or SMS (text) cell phone numbers please check the box under the general option to the right of your entry. Make sure that you click *Save* when you are done making changes.

If you have other students enrolled in the district, you can add them to the same Contact Manager account.

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

Jim Dermody



Superintendent

Mark Norton



Technology Director

"A CULTURE OF EXCELLENCE"