

1. Go to the following web page:

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

SCHOOLMESSENGER

SchoolMessenger Contact Manager

Create a New Account

Please complete this form to create your Contact Manager account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.

Email:

Confirm Email:

Password:

Confirm Password:

First Name:

Last Name:

ZIP Code:

Email me when I have a new phone message.

Text me when I have a new phone message.

Mobile Phone for SMS Text:

Reliance Communications, Inc. Terms of Service

1. Product. This agreement covers the Reliance Communications, Inc. Contact Manager portal, an online communications application, and any new features that augment or enhance the current communications application. Reliance Communications, Inc. may update the content, functionality, and user interface of the Service from time to time in its sole discretion and in accordance with this Agreement.

2. Terms of Service. User acknowledges and

Accept Terms of Service

[Return to Sign In](#)

An email address is needed to receive an activation code from SchoolMessenger

This password is to login into this website and must be at least 5 characters not similar to your name or email address.

Check these boxes if you would like email and/or text notification. Text notification will ask for the cell phone number to receive the text message.

Read the terms of service and check the "Accept" box.

Click the "Sign up" button.

2. A **confirmation code** will be sent to the email address that you entered above. The next page that appears will ask for the confirmation code and your password. The following link will bring this page back if closed: <https://contactme.schoolmessenger.com/index.php?u=elwoodcsc+&n>

SCHOOLMESSENGER

SchoolMessenger Contact Manager

Activate Account

You should have received an email containing a confirmation code. Please enter it below along with your password.

Confirmation Code:

Password:

[Return to Sign In](#)

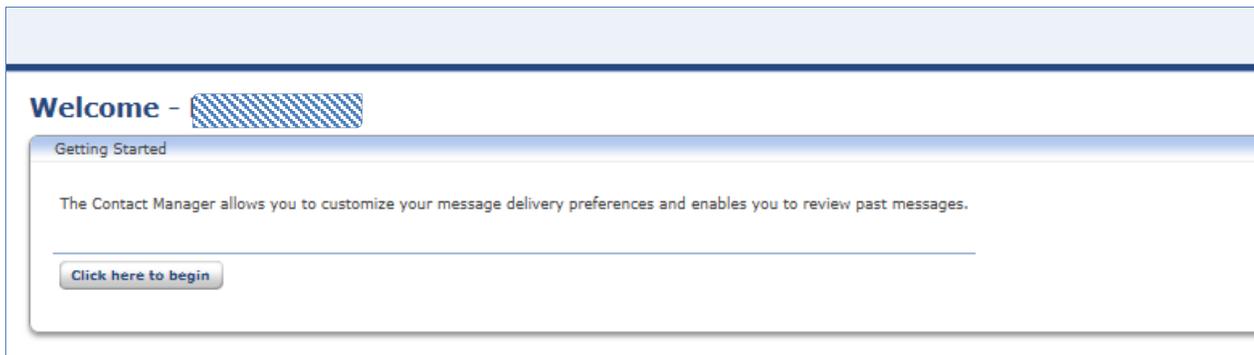
powered by VeriSign

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Get the confirmation code sent to your email account. Copy the code and enter your password.

Press the "Submit" button.

3. The next page is used to open your SchoolMessenger Contact Manager account. Press the “**Click here to begin**” button.



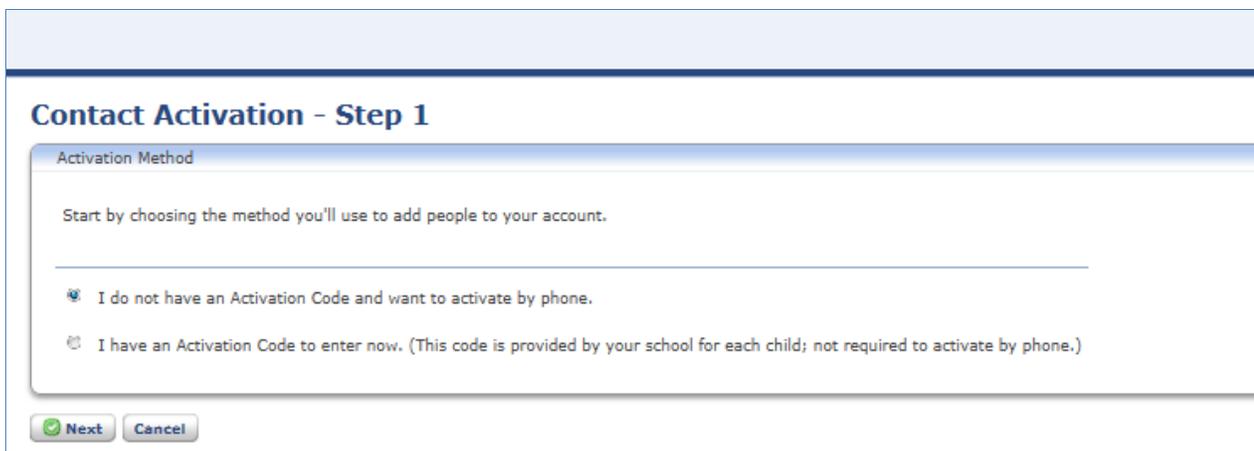
Welcome - [redacted]

Getting Started

The Contact Manager allows you to customize your message delivery preferences and enables you to review past messages.

[Click here to begin](#)

4. Choose “I do not have an Activation Code ...” and press “**Next**”



Contact Activation - Step 1

Activation Method

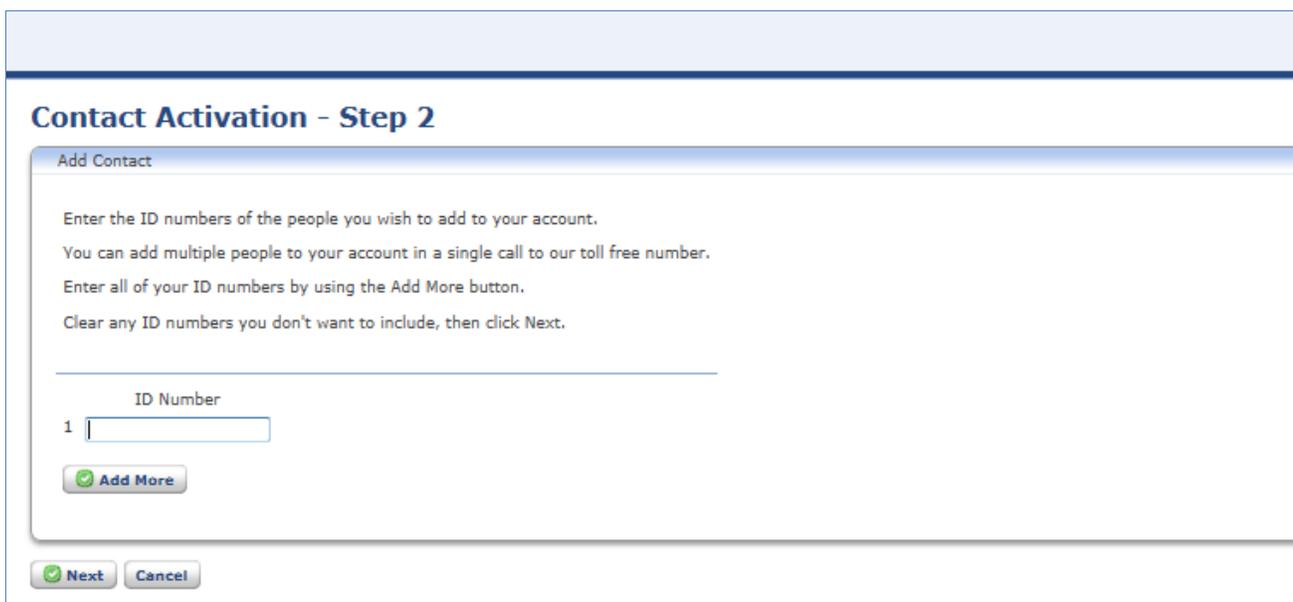
Start by choosing the method you'll use to add people to your account.

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](#)

5. Enter your child’s student ID number (the “Add more” if you have more than one child at school) Your child’s student ID is found on **Report Cards** sent home, in the demographics section of **STI Home Access**, or by **contacting your child’s school**.



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](#)

6. Call **866-812-3504** from one of your registered phones within 24 hours to activate. Choose **option 2** when prompted and entered the activation code in step 4. Press **“Done”** to move to close the page.

Contact Activation - Step 3

Phone Activation

People to Add: The person with the following ID Number can be added by following the confirmation steps below.
XXXXXXXXXX

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 "xxx".
 (xxx)xxx-x**598**
 (xxx)xxx-x**527**

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

Step 2. Call **(866) 812-3504**
 Step 3. When prompted, select option 2.
 Step 4. When prompted, enter this activation code XXXXXXXXXX
 Step 5. When the call is complete, log back into your Contact Manager account to edit your notification preferences.

[Back](#) [Done](#)

7. Go to the following website to login into SchoolMessenger Contact Manager:

<https://contactme.schoolmessenger.com/index.php?&u=elwoodcsc+>

8. To adjust telephone numbers, choose the “Contacts” tab and then press the **“edit”** link to see your registered numbers and email addresses. You can change numbers, add new numbers, or new email addresses then press **“Save”**.

Phone						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Phone 1 (Home)	XXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 2 (Cell)	XXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3 (Work)	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 5	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
Email 1	XXXXXXXXXX <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email 2	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 3	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email 4	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS						
Contact Type	Destination	Emergency	Non-school Hours Emergency	Attendance	General	Survey
SMS 1 (Cell)	XXXXXXXXXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts

[Save](#)