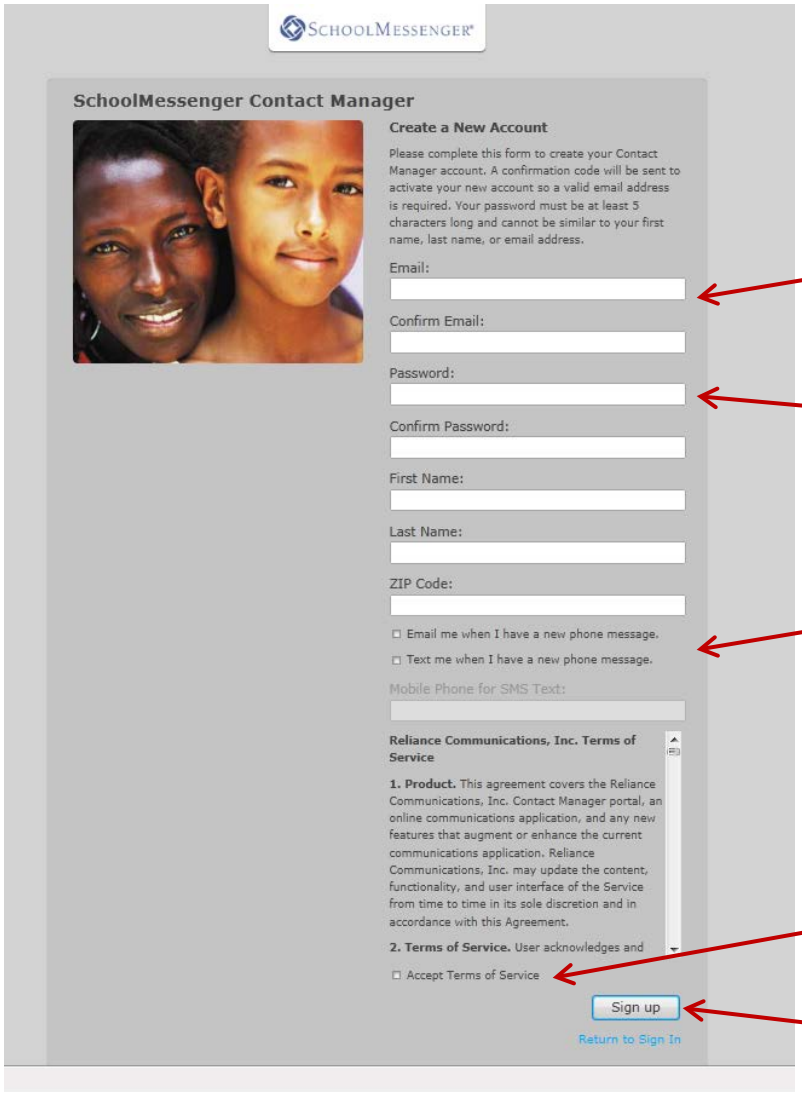
1. Go to the following web page:
https://contactme.schoolmessenger.com/newportaluser.php?u=elwoodcsc



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

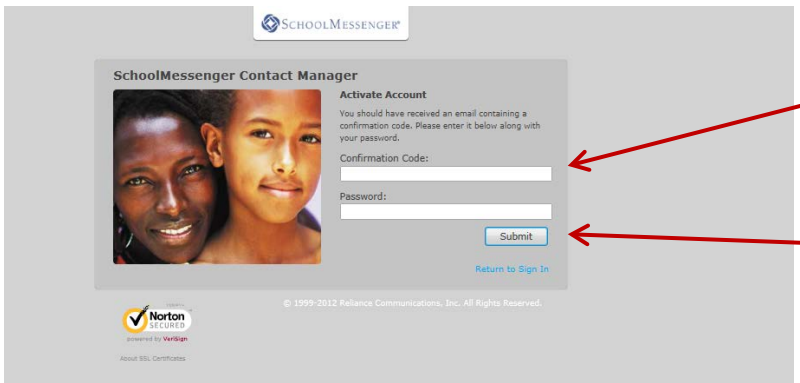
This password is to login into this website and must be at least 5 characters not similar to your name or email address.

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.

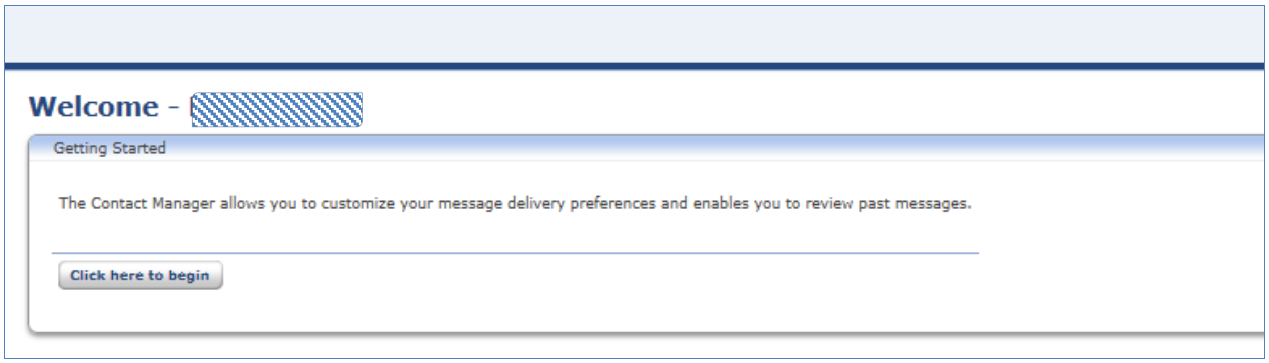
2. A **confirmation code** will be sent to the email address that you entered above. The next page that appears will ask for the confirmation code and your password. The following link will bring this page back if closed: https://contactme.schoolmessenger.com/index.php?u=elwoodcsc+&n



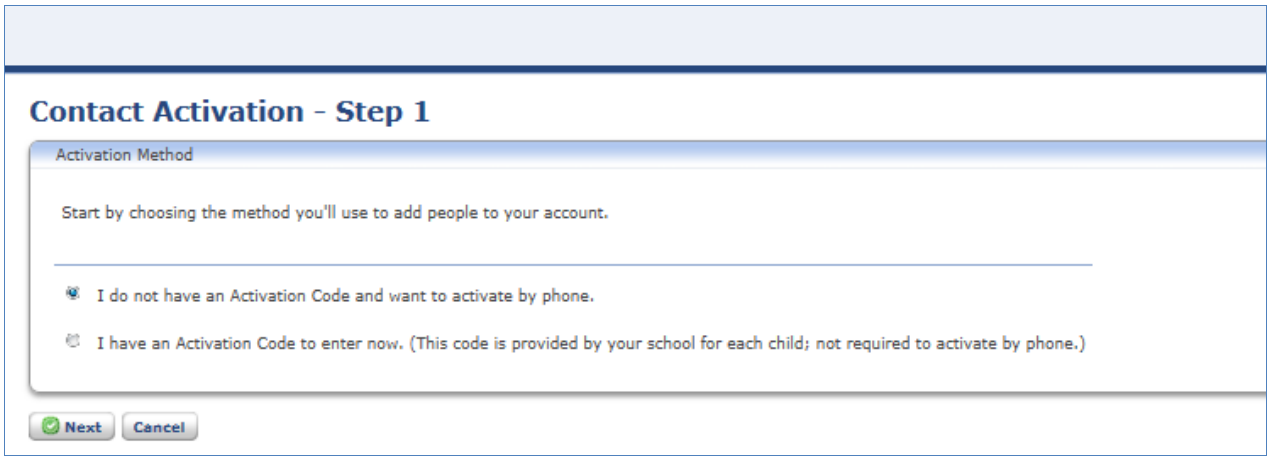
Get the confirmation code sent to your email account. Copy the code and enter your password.

Press the "Submit" button.

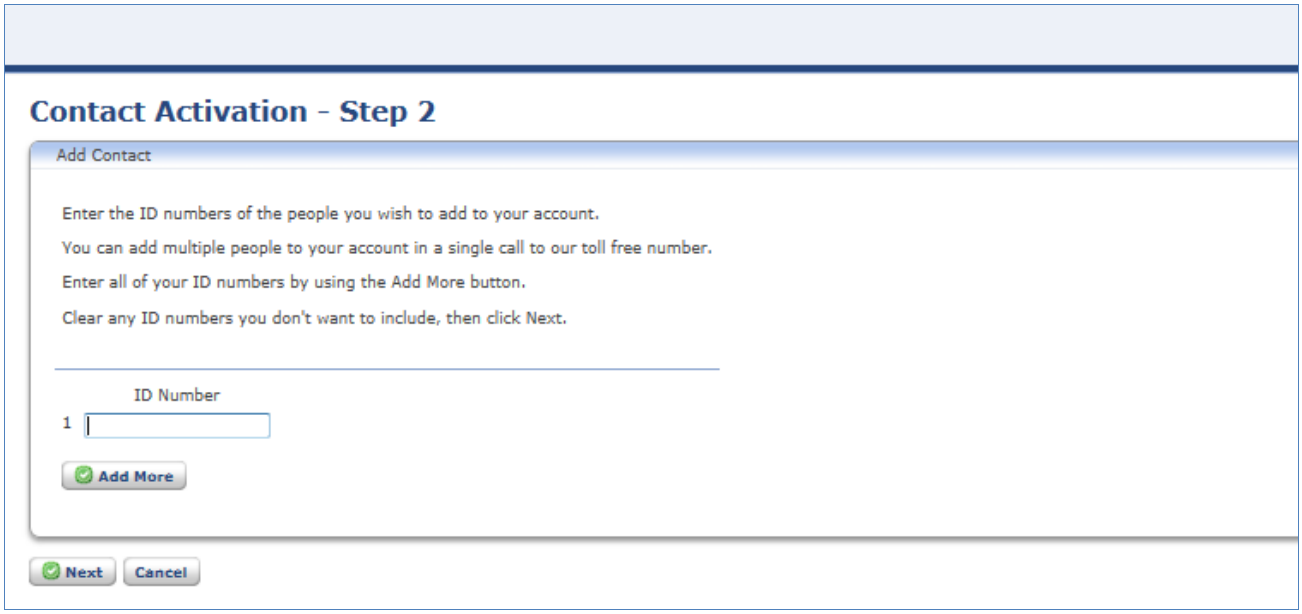
3. The next page is used to open your SchoolMessenger Contact Manager account. Press the "**Click here to begin**" button.



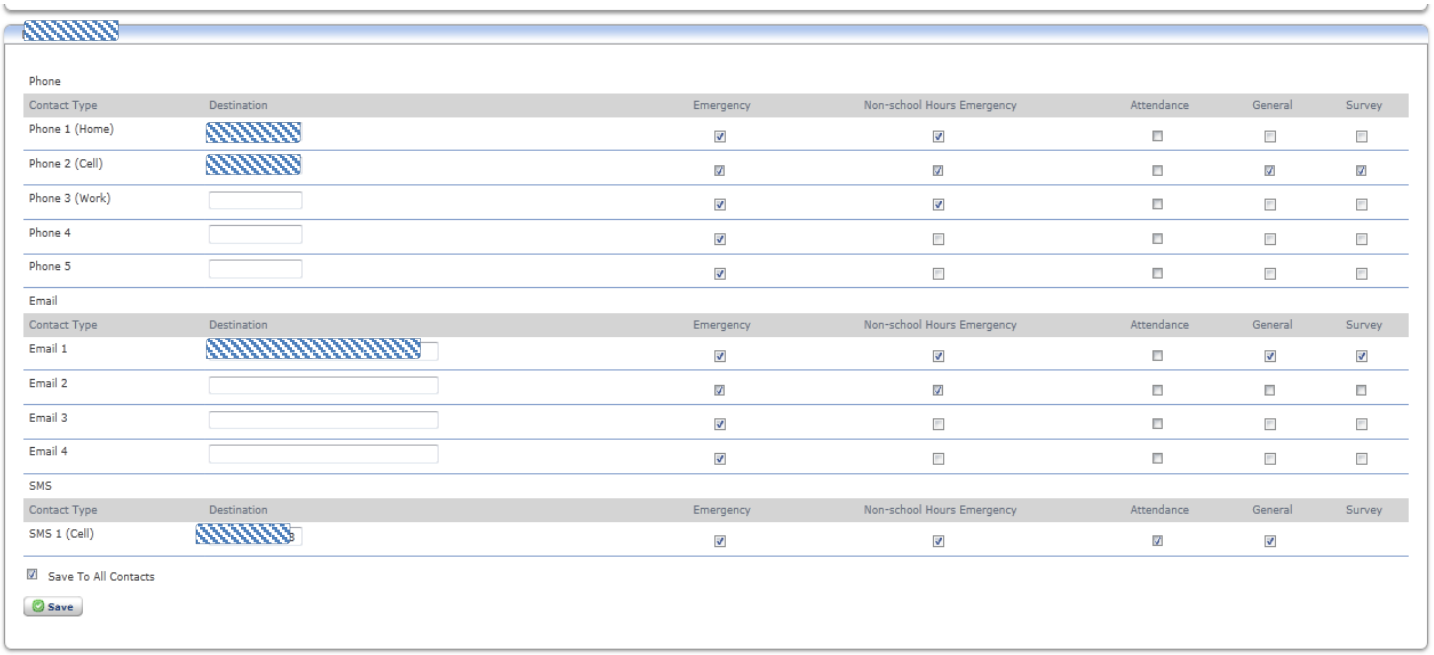
4. Choose "I do not have an Activation Code …" and press "**Next**"



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**.



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.

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**".