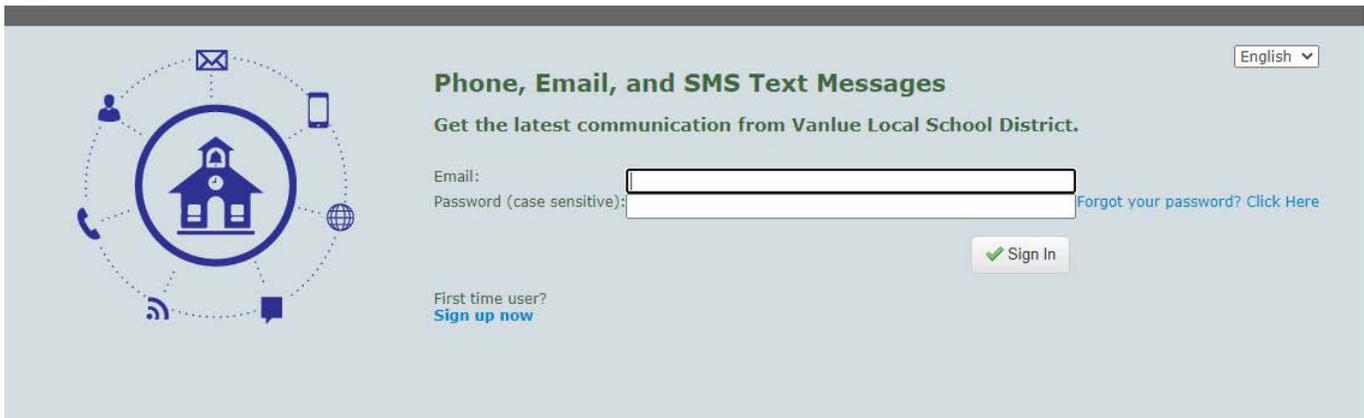


Vanlue Local School District Alerts

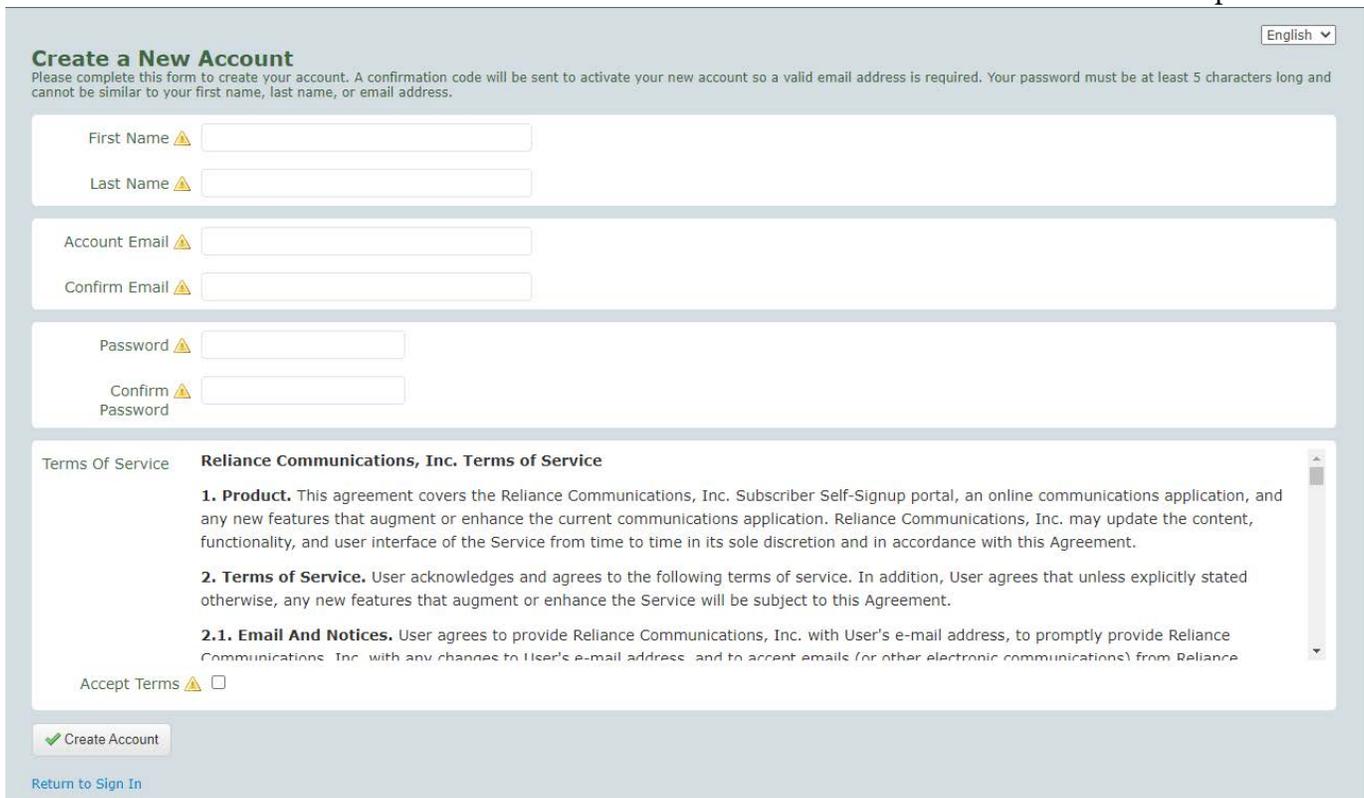
By SchoolMessenger

To sign up for alerts you will need to create an account. Start by visiting <https://asp.schoolmessenger.com/vanlueschool/subscriber/index.php>. Click on the Sign up now link.



The interface features a central graphic of a schoolhouse surrounded by communication icons (phone, email, SMS, globe). To the right, the heading "Phone, Email, and SMS Text Messages" is displayed in green. Below it, the text "Get the latest communication from Vanlue Local School District." is shown. The form includes fields for "Email:" and "Password (case sensitive):", a "Forgot your password? Click Here" link, and a "Sign In" button with a green checkmark. A "First time user? Sign up now" link is located at the bottom left of the form area. An "English" dropdown menu is in the top right corner.

You will be taken to a page with a form to fill out to create the account. When done, click on the Create Account Button. You will be emailed a confirmation code needed in the next step.



The "Create a New Account" form includes a language dropdown set to "English" and a disclaimer: "Please complete this form to create your 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." The form contains fields for "First Name", "Last Name", "Account Email", "Confirm Email", "Password", and "Confirm Password", each with a warning icon. Below the fields is the "Terms Of Service" section for "Reliance Communications, Inc. Terms of Service", which includes three numbered paragraphs. At the bottom of the terms is an "Accept Terms" checkbox. A "Create Account" button with a green checkmark is positioned below the terms, and a "Return to Sign In" link is at the very bottom left.

Copy the confirmation code from the email and paste into the confirmation code text field and type the password you just created for the account. Click the submit button.



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](#)

Once you have logged into your account you can add your phone to receive SMS (text message) alerts. Under the Contacts section of the display click the Add More button to add more people that want to receive notifications. We are not using Attendance or Survey at this time.

SchoolMessenger

Messages | **Contact Info** | My Account

Notification Preferences

Contacts

Contact Information	Type	Status	Actions
[redacted].com	Email	Active	Account Email cannot be removed

Interests

In addition to Emergency notifications, I would like to receive the following types of announcements:

- Attendance (Attendance)
- General (General Announcements)
- Survey (Surveys)

Language English Español

You will be taken to a display that allows you to choose SMS Text. Vanlue will not be sending Phone or Email alerts at this time. Click Next.

SchoolMessenger

Messages | **Contact Info** | My Account

Add Contact Information

Progress

- Select Type
- Enter Contact Info
- Activate

Type ⚠️

- Phone Call
- Phone Call and SMS Text
- SMS Text
- Email

Enter your Phone number and Click Next.

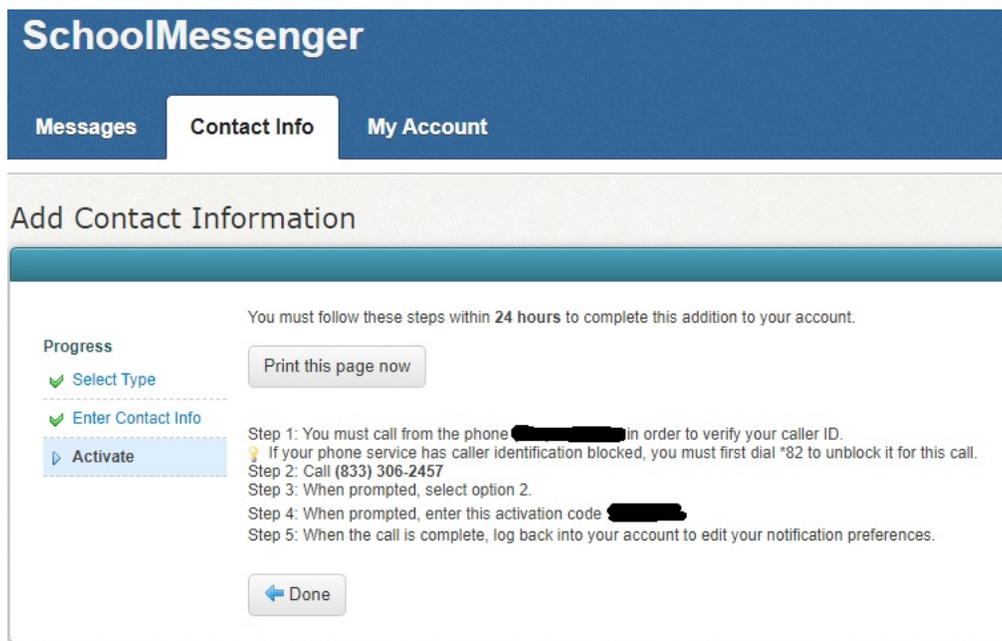
Add Contact Information

Progress

- Select Type
- Enter Contact Info**
- Activate

Phone 🔄

Upon entering your phone number, you will be taken to an activation page. Please follow the prompts and click Done when finished with the activation call.



Upon clicking Done, you are taken back to your Contact Information screen with your phone number now listed under your email. The status will remain pending until the system catches up. You can click Save at the bottom of the screen for a piece of mind but at this point you are finished registering in SchoolMessenger. You can logout at any time.

Thank you for registering with SchoolMessenger for Vanlue School!