


School Messenger Notification Setup

1. Go to <https://accounts.relianceco.com/cm/#login>
2. If you have not yet created an account, please follow the instructions in the account creation guide.
3. Log in using your email address and password.


Contact Manager



Passwords are case-sensitive.

[Forgot your password? Click Here](#)

First time accessing the SchoolMessenger Contact Manager? [Sign up now](#)

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powered by Symantec
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4. Click the Contacts tab

The screenshot shows the SchoolMessenger interface for New Milford School District. At the top, the 'SchoolMessenger' logo is on the left, and 'New Milford School District' with links for 'My Account', 'Help', and 'Logout' is on the right. Below the header, there are two tabs: 'Messages' and 'Contacts'. The 'Contacts' tab is highlighted with a blue circle. Below the tabs, the text 'Messages from the last 30 days' is displayed. A teal header bar identifies the contact as 'Carol Allison'. Below this is a table with columns for Date, Broadcasts Name, Sent By, and Actions.

Date	Broadcasts Name	Sent By	Actions
Dec 12, 2016	December 12	Josh Smith	Read Email Read Text
Dec 12, 2016	12-12, 2 hour delay phone message	Josh Smith	Play
Dec 5, 2016	Monday December 5th	Josh Smith	Read Email Read Text
Dec 5, 2016	Monday December 5th delay phone call	Josh Smith	Play


5. A list of contacts added to your account will appear. Select Edit

SchoolMessenger New Milford School District
My Account | Help | Logout

Messages **Contacts**

Contacts

+ Add Contact

First Name	Last Name	ID#	Actions
[Redacted]	[Redacted]	[Redacted]	 Edit

6. Your contact card will appear. Here you can add phone numbers and email addresses, as well as decide which notifications to receive. Most notifications are classified as "General." After

making any changes, be sure to click “Save” at the bottom.

The screenshot shows a contact management interface with the following sections:

- Phone:** A section with a blue scribble over the top. It contains a list of phone numbers and checkboxes for notification types: Non-school Hours Emergency, School Hours Emergency, Attendance, General, and Survey. The first row has all checkboxes checked.
- Email:** A section with a blue scribble over the top. It contains a list of email addresses and checkboxes for the same notification types. The first row has all checkboxes checked.
- Text (Mobile):** A section with two empty text input fields and checkboxes for the notification types.
- Save To All Contacts:** A checkbox that is checked.
- Save:** A button with a green checkmark icon.

7. To add text notification, fill in a phone number under “Text (Mobile)” and check of which notifications you would like to receive via text. Please be sure to click “Save” at the bottom.

This screenshot shows the 'Text (Mobile)' section of the contact management interface. The following elements are highlighted with blue circles:

- The text input field containing the phone number "888-111-2222".
- The checkboxes for "Non-school Hours Emergency", "School Hours Emergency", "Attendance", and "General".
- The "Save To All Contacts" checkbox.
- The "Save" button.