How to Opt Out or Change Your Contact Information for School Messenger
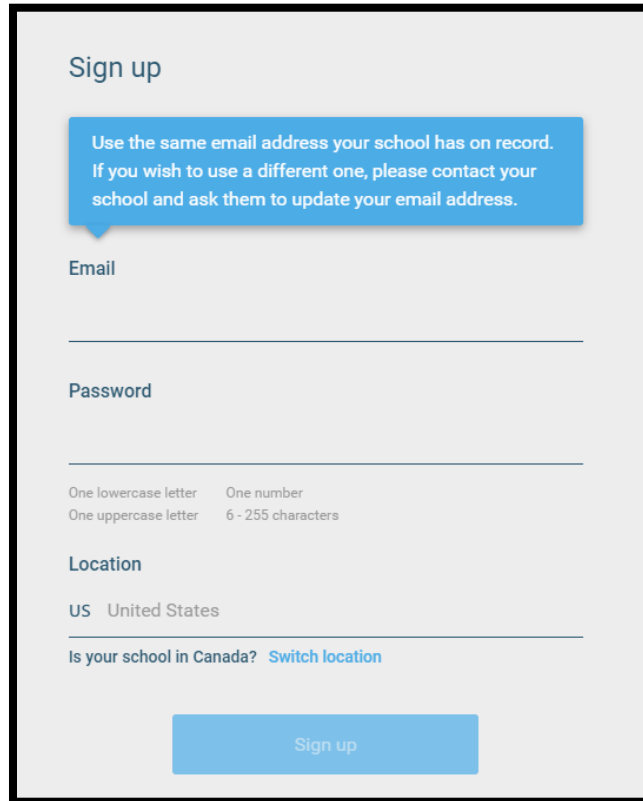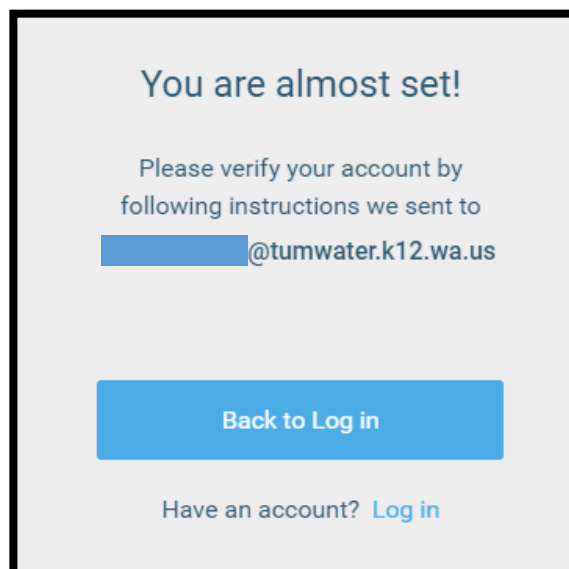
1. Click on this link to create an account for School Messenger alerts. When you create an account, remember to use your email address that your school has on record.

2. You will receive an email to verify your account. Check your email and follow the link that is provided to you and log in with your username and password.
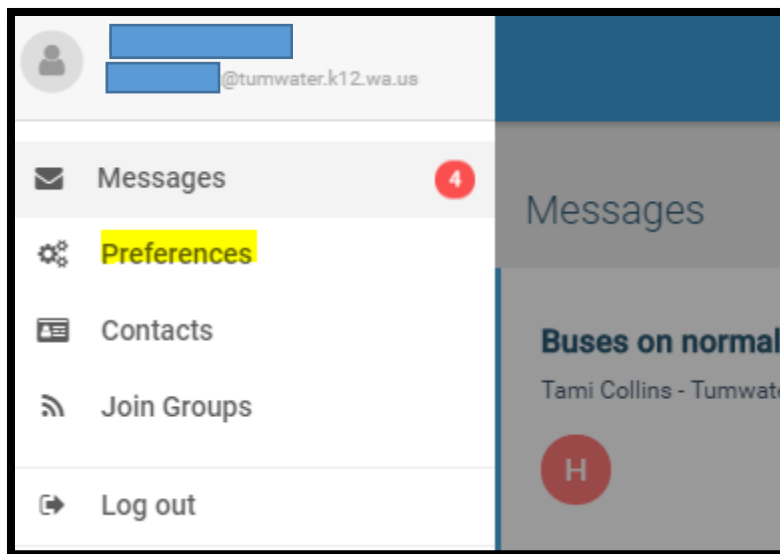
3. A dialogue box, like the one below, will likely pop up. Click on the drop-down menu and choose "Yes" or "No." Make sure to press "Save" after you have made your selection.
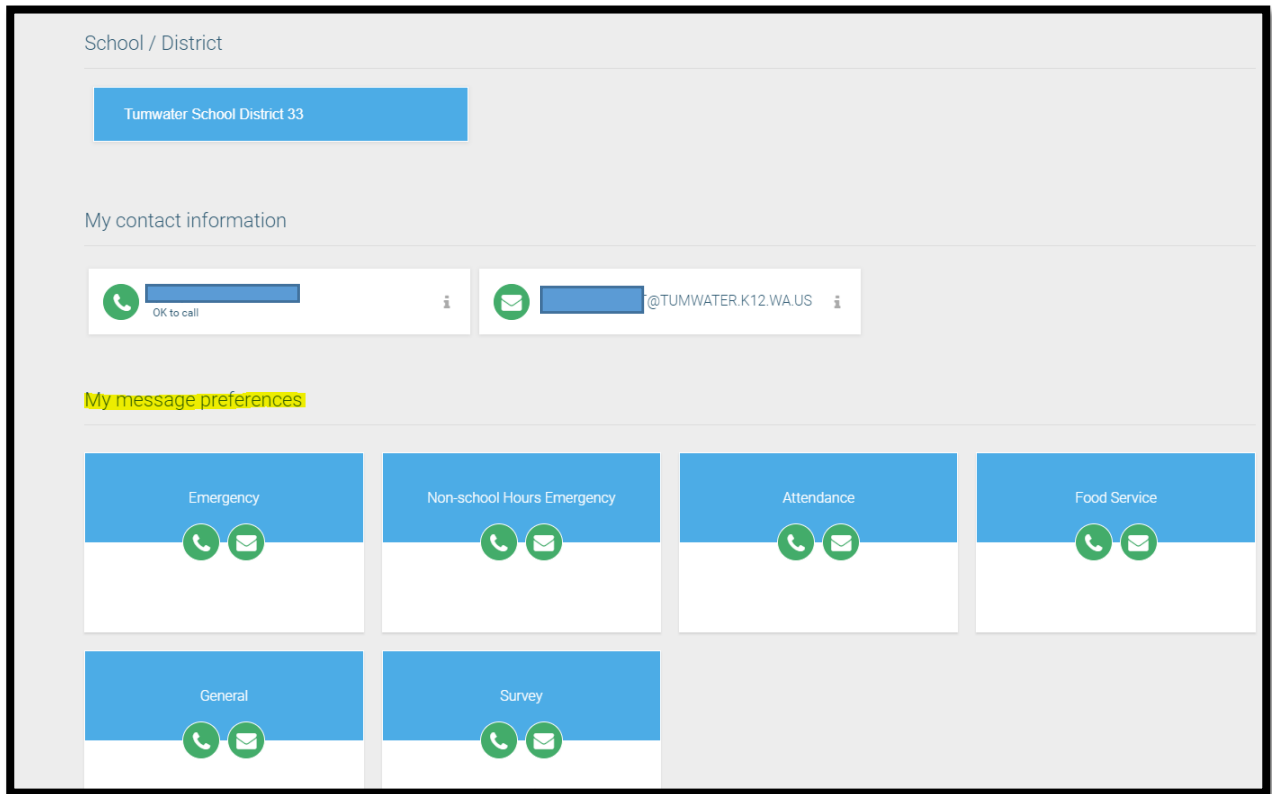
4. Once you have made your initial phone preferences in Step 3, you will be able to see the School Messenger dashboard. In the top left-hand corner, click on the menu drop-down.
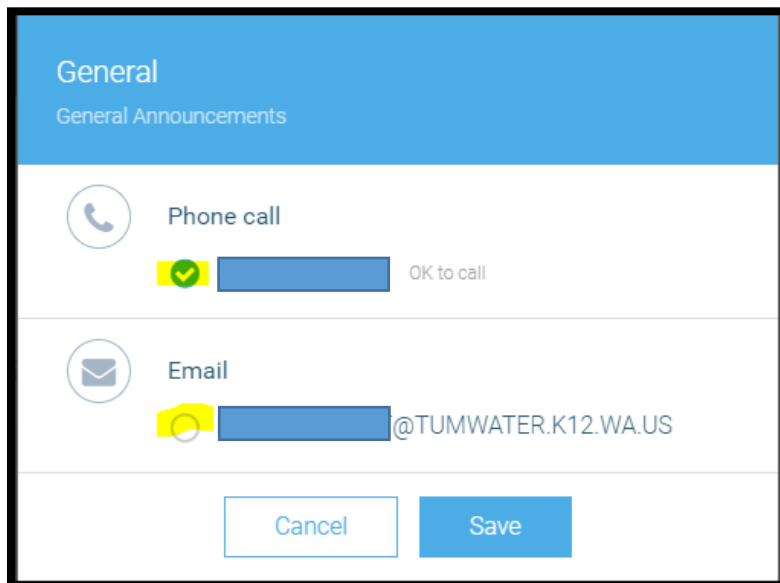

5. Click on "Preferences."

6. Under the "My Message Preferences" section, click on each category to select your contact preferences.

7. Under each category, you can click on the checkbox next to each phone number or email to choose your contact preferences.

* If your contact information changes, you can change your contact preferences at any time. *