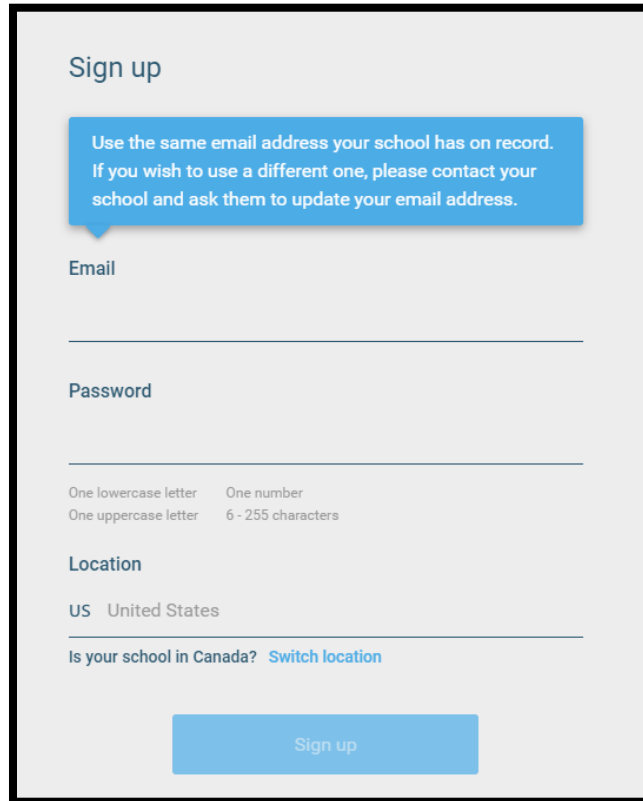


How to Opt Out or Change Your Contact Information for School Messenger

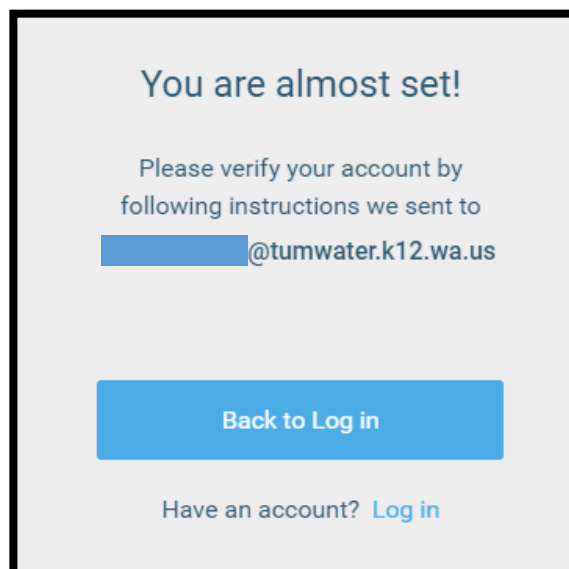
1. Click on this [link](#) to create an account for School Messenger alerts. When you create an account, remember to use your email address that your school has on record.



The screenshot shows a sign-up form with the following elements:

- Sign up** header.
- A blue callout box with the text: "Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address."
- Email** label above an input field.
- Password** label above an input field.
- Password requirements: "One lowercase letter", "One uppercase letter", "One number", and "6 - 255 characters".
- Location** label above a dropdown menu showing "US United States".
- Text: "Is your school in Canada? [Switch location](#)".
- A blue "Sign up" button at the bottom.

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.



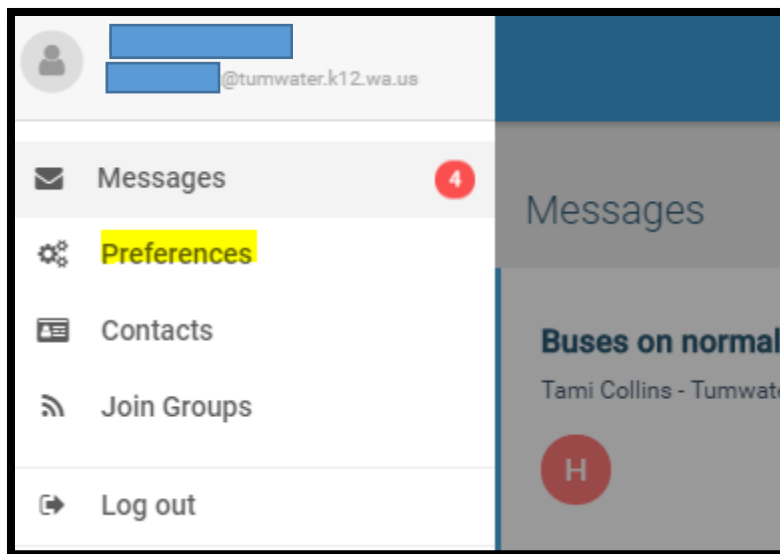
The screenshot shows a confirmation screen with the following elements:

- You are almost set!** header.
- Text: "Please verify your account by following instructions we sent to [redacted]@tumwater.k12.wa.us".
- A blue "Back to Log in" button.
- Text: "Have an account? [Log in](#)".

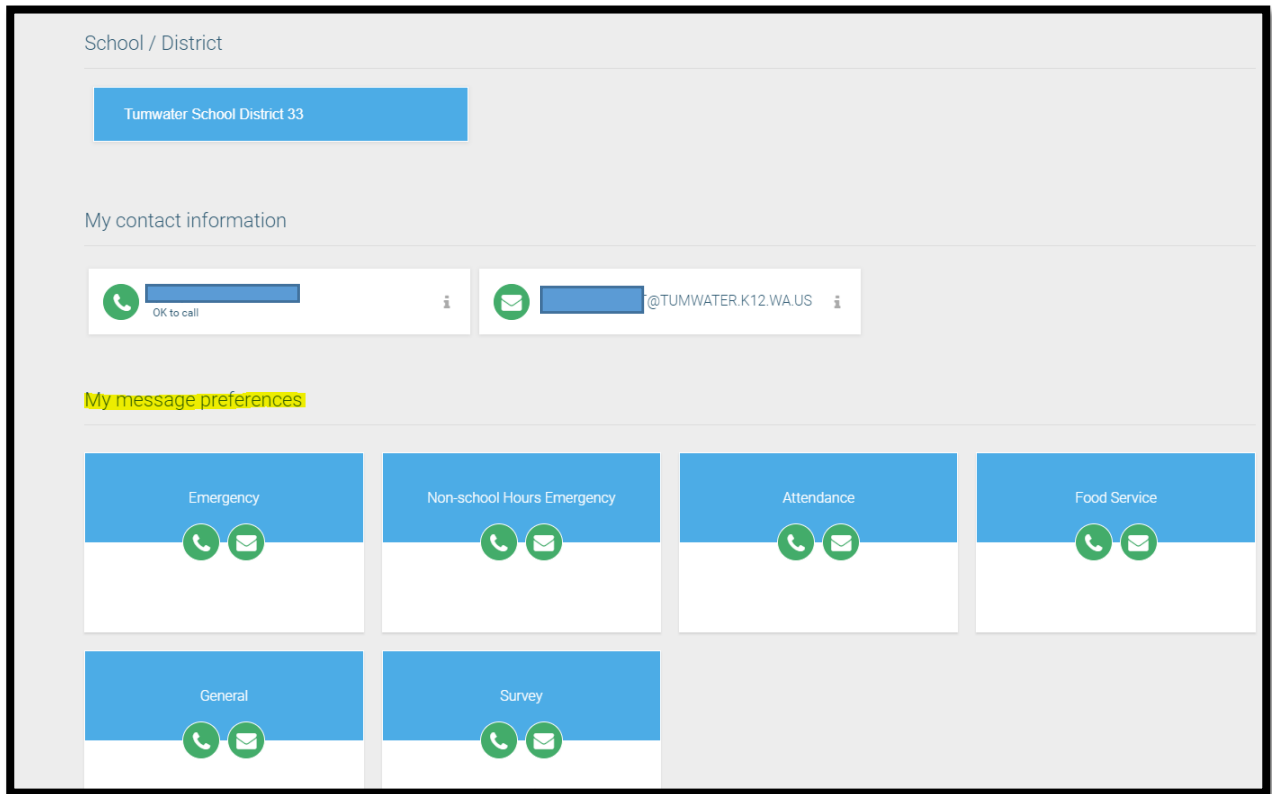
- Once you have made your initial phone preferences in Step 3, you will be able to see the School Messenger dashboard. In the top left-hand corner, click on the menu drop-down.



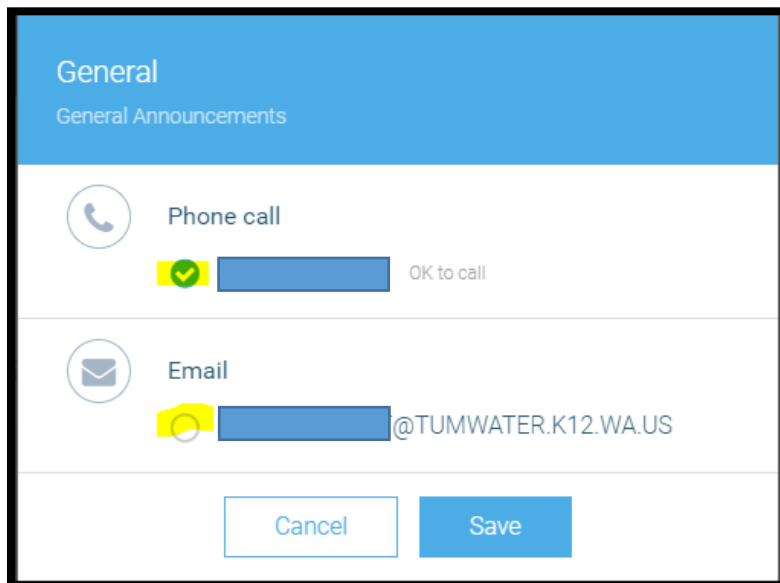
- Click on "Preferences."



- Under the “My Message Preferences” section, click on each category to select your contact preferences.



- 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. *