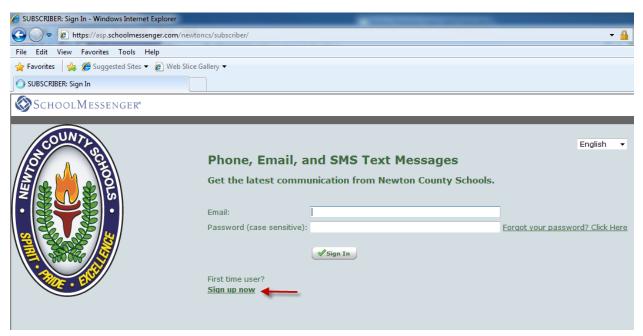
Self-Signup for NCSS Employees to Receive SchoolMessenger Calls

Open Internet Explorer and browse to https://asp.schoolmessenger.com/newtoncs/subscriber/. Since you are a new user, ignore the email and password blocks and click on the "Sign Up Now" link at the bottom of the page.



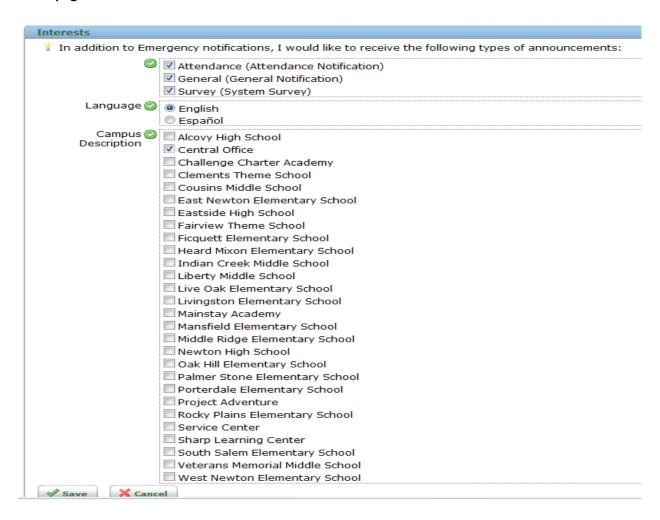
The next page will allow you to create an account. In order to create an account, you must use your Newton County Schools email address. Once you complete the form with your information, click the "Accept Terms" checkbox at the bottom of the page and click the "Create Account" button.



An email will be sent to your email address that contains an activation code. On this next page, enter the confirmation code found in your email as well as the password that you entered on the Create New Account page and click the "Submit" button.

firmation Code:	D758oVROIBc
assword:	••••••
	Submit
	Return to Sign In

On the following screen, click the checkbox next to your school or location and click the "Save" button at the bottom of the page.



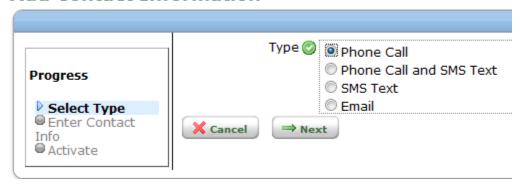
To add a phone number to your account, click the "Add More" button underneath Notification Preferences at the top of the page.

Notification Preferences



Choose "Phone Call" and click the "Next" button.

Add Contact Information



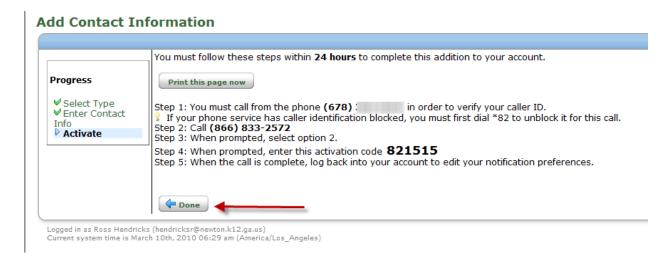
Enter the phone number to which you'd like to receive the School Messenger calls and click the "Next" button.

Add Contact Information



Logged in as Ross Hendricks (hendricksr@newton.k12.ga.us)
Current system time is March 10th, 2010 06:28 am (America/Los_Angeles)

Next, follow the instructions on the screen to activate your phone number. The activation process ensures that the phone number entered is valid and belongs to you. Once your phone number is activated, click the "Done" button at the bottom of the page.

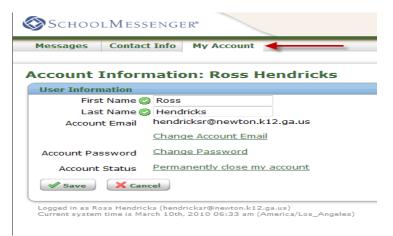


Under your Notification Preferences, you should now see a notification type for both email and phone and both should be listed as active. If you wish to add additional phone numbers, click the "Add More" button and follow the same steps as above. To remove a phone number, you can click "Delete" next to the number.

Notification Preferences



If you ever need to update your name, email address, or password you can click on the "My Account" tab at the top of the screen. From this screen you can also choose to permanently close your account



Once the initial sign up process is complete, you will be set up to receive School Messenger calls sent to staff members at your school as well as any district-wide calls sent to all NCSS staff members.