



School Messenger Contact Update Information

QACPS has launched a new messaging system designed to enable parents, staff, students and other community members to stay informed and up-to-date on important information and activities underway within the school community. In order to update your preferences on how you would to receive the calls and emails, you must follow the directions below:

There are two ways to create an account:

- 1. Download the free SchoolMessenger mobile app. It can be downloaded for Apple iOS and Android devices from http://go.schoolmessenger.com.
- 2. Use the web version and go to http://go.schoolmessenger.com

Once you have created an account, you can update your contact information and configure how you would like to receive notifications by clicking your name in the upper right corner and choosing preferences. You may then select or deselect the phones/emails you want for emergencies, delayed openings, general messages, etc. You must create an account if you wish to update your preferences on receiving notifications.

You are allowed to program 4 numbers and 2 email addresses per student.

Text messaging will be available at a later time, directions will be sent out separately.

If you wish to add a new number or email, you will need to call or email the Accountability Office at

410-758-2403 ext. 137 or by email: renee.wolff@qacps.org.

Frequently Asked Questions

How do I sign up?

- 1. Go to http://go.schoolmessenger.com or download the free mobile School Messenger App.
- 2. Enter your email address and create a password. An email will be sent to that address with a secure token.
- 3. After authenticating via your email, return to http://go.schoolmessenger.com and sign in using your email and password. Your email needs to match an account associated with a student at QACPS.

How do I update my contact information once I have an account?

- 1. In the upper right hand corner, click the drop down with your name and select Preferences.
- 2. Your contact information will appear and you will simply click under my message preferences to select if you would like a call or email and which phone and email to use.
- 3. If you wish to add a phone number or email address, you must call or email the Accountability Office at 410-758-2403 ext. 137 or renee.wolff@gacps.org