

## What is infoCenter?

InfoCenter is an add on to the SchoolMessenger communications tool. It allows parents/guardians to view and listen to messages from the school district and their student's school and to personalize how these communications are received.


## Create infoCenter Account

1. Using any internet browser, visit <http://infocenter.schoolmessenger.com>.





2. Click **SIGN UP**.



3. Enter your **email address**.

 **IMPORTANT:** The email address must already be on file in the district student information system.

4. Enter a **password**. It must contain the following:


-  One or more lowercase letters
-  One or more uppercase letters
-  One or more numbers
-  Must be at least 6 characters

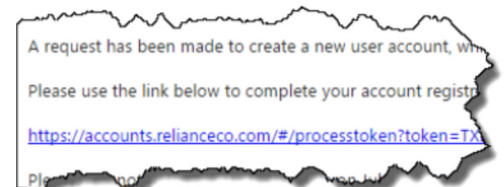


5. **Confirm Password** by typing the same password again in the space provided.

6. Click **Create New Account**.

7. Log into your email account and open the message from **SchoolMessenger**.

 **Note:** The email message can come from a number of different email addresses including (but not limited to):  
support@accounts.sm.com or  
broadcasts@schoolmessenger.com

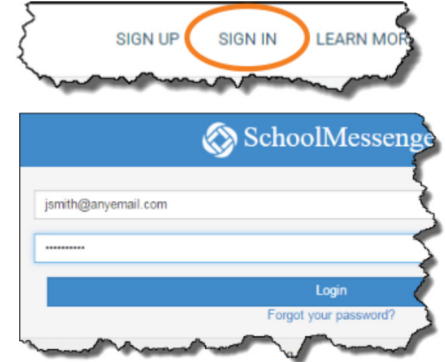


8. Click the **activation link** in the email message.

**Your infoCenter account has been created and is ready for use.**


## Sign Into infoCenter

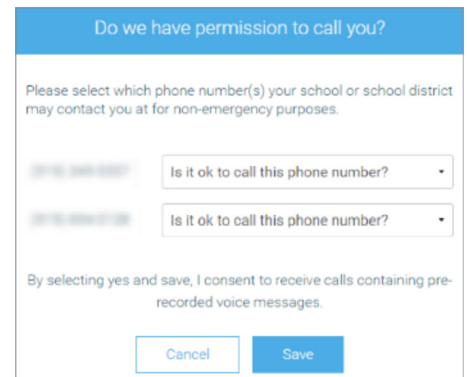
1. Using any internet browser, visit <http://infocenter.schoolmessenger.com>.
2. Click **SIGN IN**.
3. Enter your **Username** and **Password**.
4. Click **Login**.



## Grant Permission for Non-Emergency Phone Calls


The first time you log into infoCenter, you will be asked to grant permission for each phone number associated with your account.

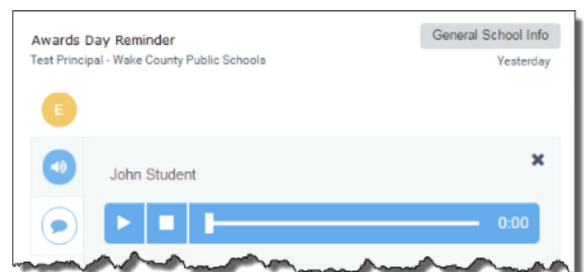
1. Click **Is it ok to call this phone number?** and select your answer.
  -  Repeat for each phone number shown.
2. Click **Save**.



## Review Messages

After infoCenter sign in, your messages will be displayed. Messages are saved for **30 days**.

1. Click each **message** to review.
  -  Messages can be audio recordings or text depending on how your student's school chose to deliver the message.

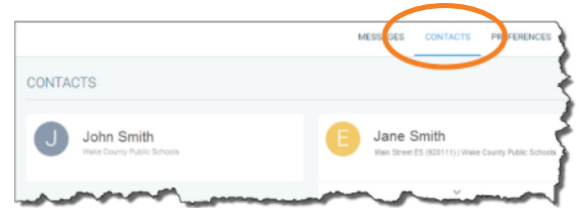


2. Click **Unread** to review only new messages or click **All** to review all messages.



## View Contacts

Click **CONTACTS** to view the students associated with your account. If you do not see all of your students, contact the student's school to make sure your contact information is current.

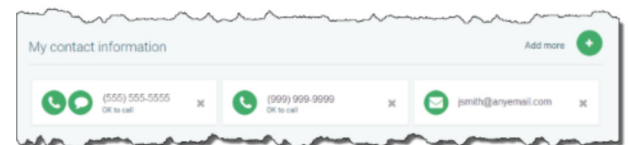


## Select Contact Preferences

Customize message delivery settings. Choose to receive phone calls, texts and/or email messages. The sender of the message may not use all delivery methods for every message. Change your contact preferences at any time.

**IMPORTANT:** To change or add any contact information, contact your student's school.

1. Click **PREFERENCES**.
2. Click a **phone number** or **email address**.
3. For each message type, click the desired **contact method**.



### **Emergency/Weather Alerts**

Emergency notifications sent by district level personnel.

### **Attendance**

Attendance messages. At least one phone number required.

### **General School Info**

Phone, text or email messages regarding your students's school.

### **School Email Newsletters**

Email only. General non-urgent business/newsletters

### **Urgent School News**

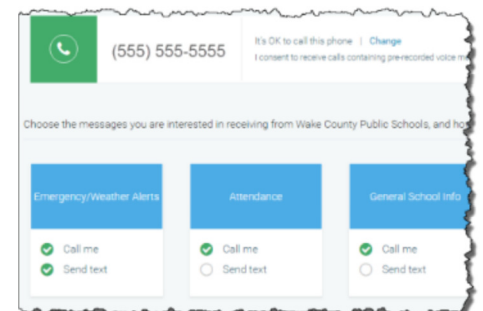
If there is an event involving your student requiring your urgent attention, you will be contacted via phone, text or email.

### **Transportation**

\*\*Not currently in use.\*\* Future use for bus rider communications.





### **Child Nutrition**

\*\*Not currently in use.\*\* Future use for lunch balance communications.



4. Click **Save**.
5. Repeat the process for each phone number and each email address.

## Additional Information

-  Mobile app is available for iOS in the App Store and for Android in the Google Play Store.
-  You will not receive text messages until you opt-in. Text **YES** to **67587**.
-  Additional information including frequently asked questions is available on the WCPSS website at <http://www.wcpss.net/schoolmessenger>.
-  If you have any additional questions, contact your student's school.