

Ballston Spa Central School District

How to modify staff notifications in SchoolMessenger

CREATING YOUR CONTACT MANAGER ACCOUNT (STAFF ONLY):

1. Go to our website: <http://www.bscsd.org/resources.cfm?subpage=15809>
2. Click "Contact Manager" in the 6th paragraph or click this link:
https://accounts.relianceco.com/cm/?u=bscsd&is_return#login
3. Click "Sign up now" if you are accessing SchoolMessenger Contact Manager for the first time (creating your account)
4. Enter the requested information
5. Click "Sign Up"
6. It will bring you to a log in screen with a message saying
"User account for ***** created!"
7. Login using the password you created
8. Click "Click here to begin"
9. Keep the bullet checked for: "I do not have an Activation Code and want to activate by phone."
10. "Next"
11. Enter your employee ID
12. Click "Next"
13. You will see a "Phone Activation" screen (Please print this screen if you think you may be interrupted! You will need this activation code)
 - From one of the phones listed under Step 1....
 - Call the phone number given in Step 2
 - When prompted on the phone, select Option 2
 - When prompted on the phone, enter the activation code given to you under Step 4 followed by the # sign
 - End the call
14. Your account has been created. Click "Done" on the screen.
15. If you wish to Edit your Notification preferences at a later time, click "Logout" in the top right corner and at a later time, follow the instructions below.
16. If you wish to edit your preferences at this time, continue with Step #4 below.

EDITING YOUR NOTIFICATION PREFERENCES:

1. Log into Contact Manager (Steps 1 and 2 above)
2. Enter the email address and password you used to create your Contact Manager account
3. Click "Sign in"
4. Top left (next to "Messages") Click "Contacts"
5. On the Contacts Screen (far right, under "Actions") – Click "Edit"
6. For each row (showing the phone numbers, emails, and cell phones listed) check or uncheck the boxes you would like (or not like) notifications to be sent to.
7. If you want to change your phone number or email – we ask that you do this through Human Resources (Wincap) instead. There is nightly process that updates phone numbers and emails from Wincap (the source data system).
8. After all changes are made, click "Save" (bottom left corner)
9. Then, click "Logout" in the top right corner.