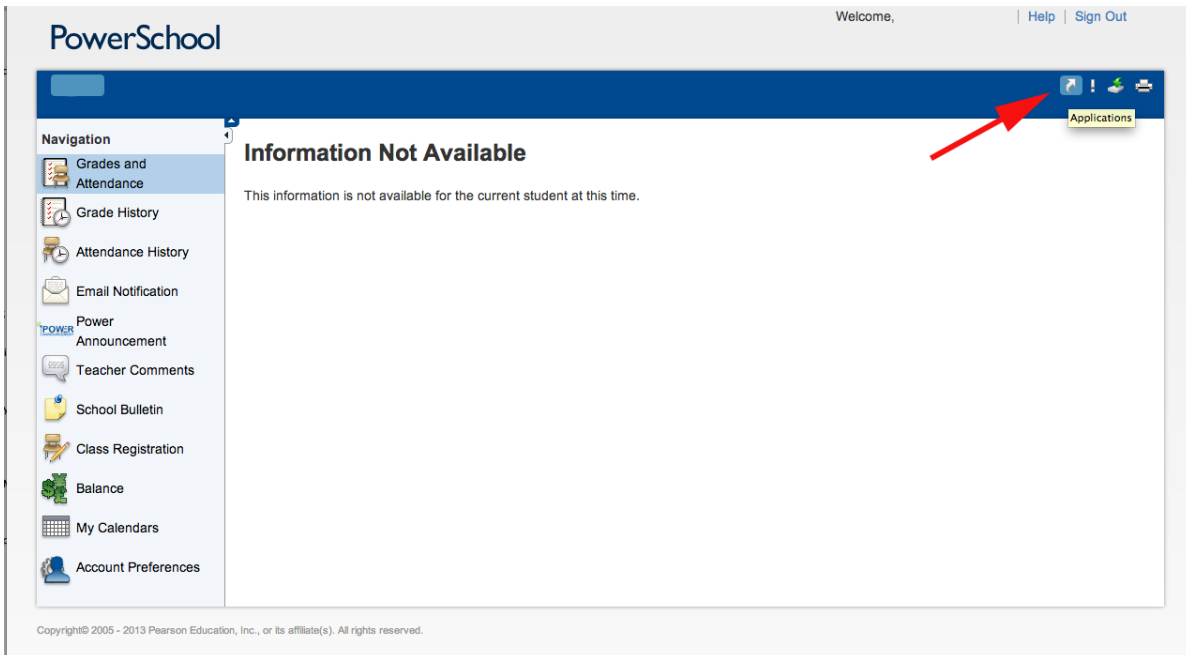
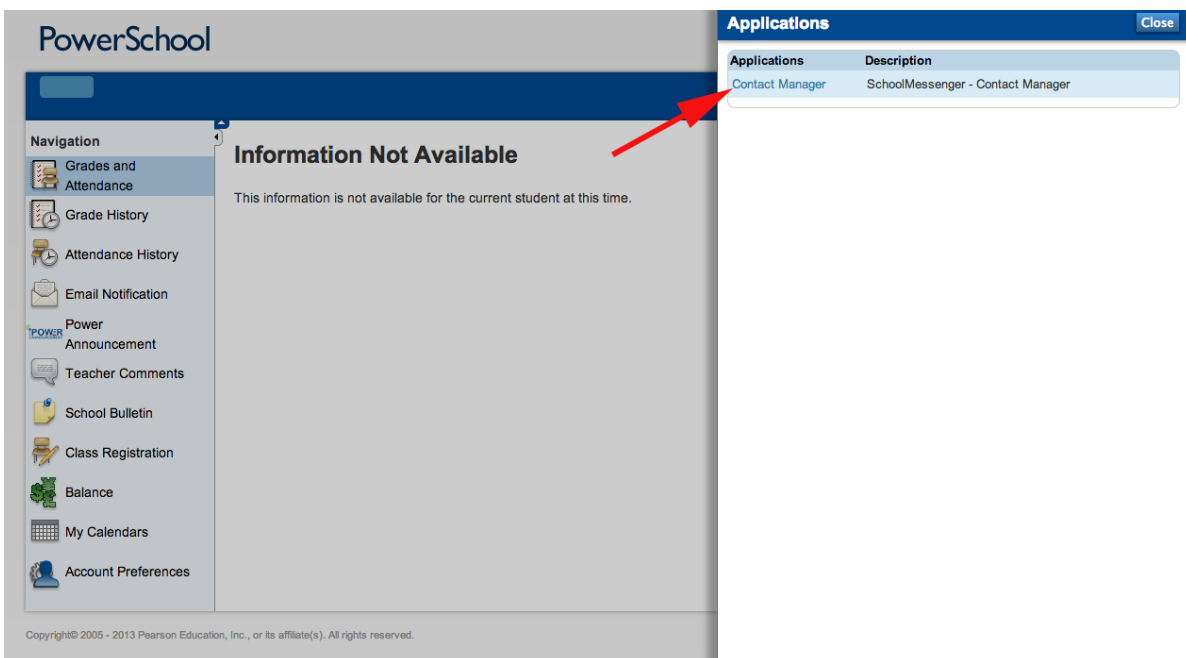


Setup Swanton Emergency Contact Manager (SchoolMessenger)



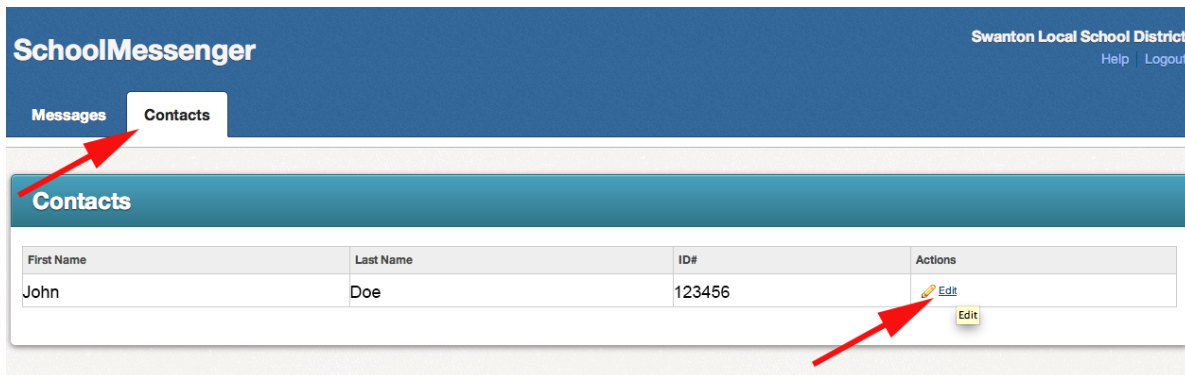
1. Log into your parent PowerSchool account
2. Click on **Arrow** in top right corner (Applications)



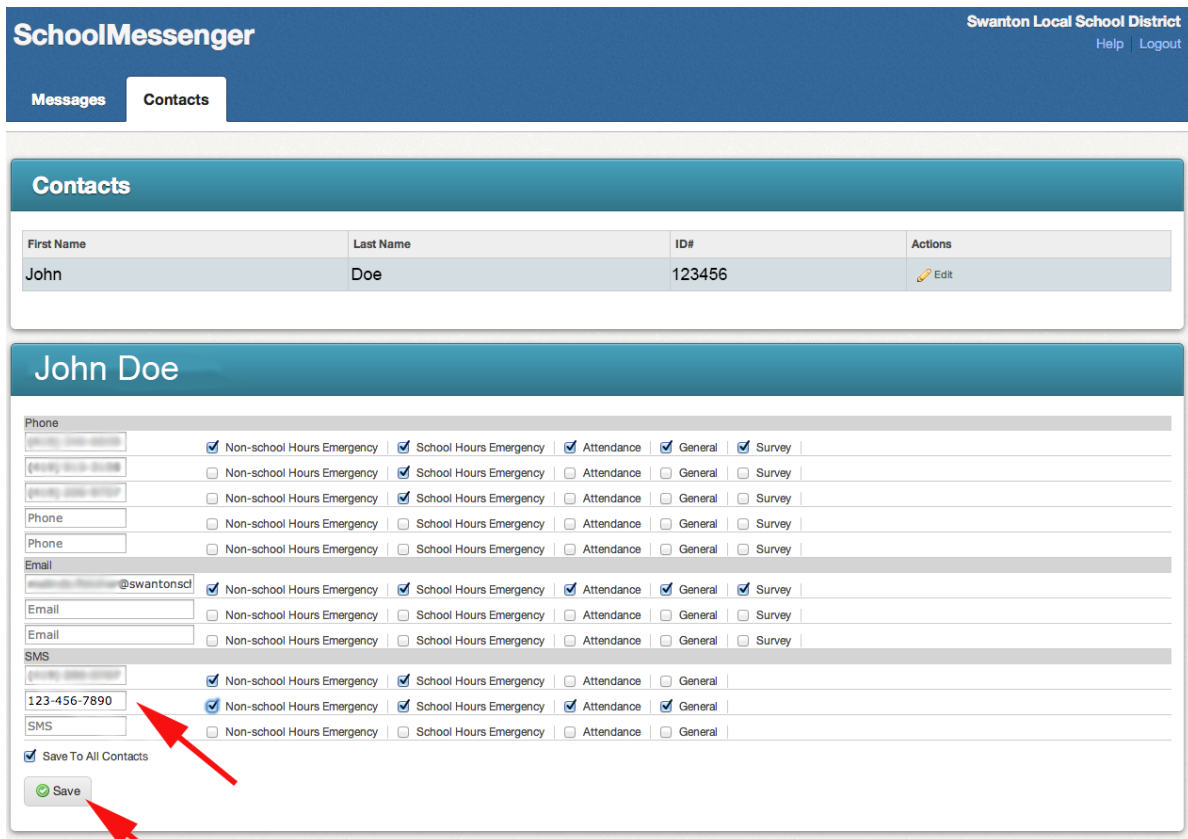
3. Select **Contact Manager**

4. You will now be forwarded into your SchoolMessenger Account, Select **Contacts**

5. Next select, **Edit**, by the contact you would like to update



6. Now you can add any additionally contact information; phone (home), email, and phone (sms). After the information has been added you may also select what type of messages you would like to receive. To ensure that you will receive text notifications, you must add at least one SMS phone number to your account.



7. Click **Save**