

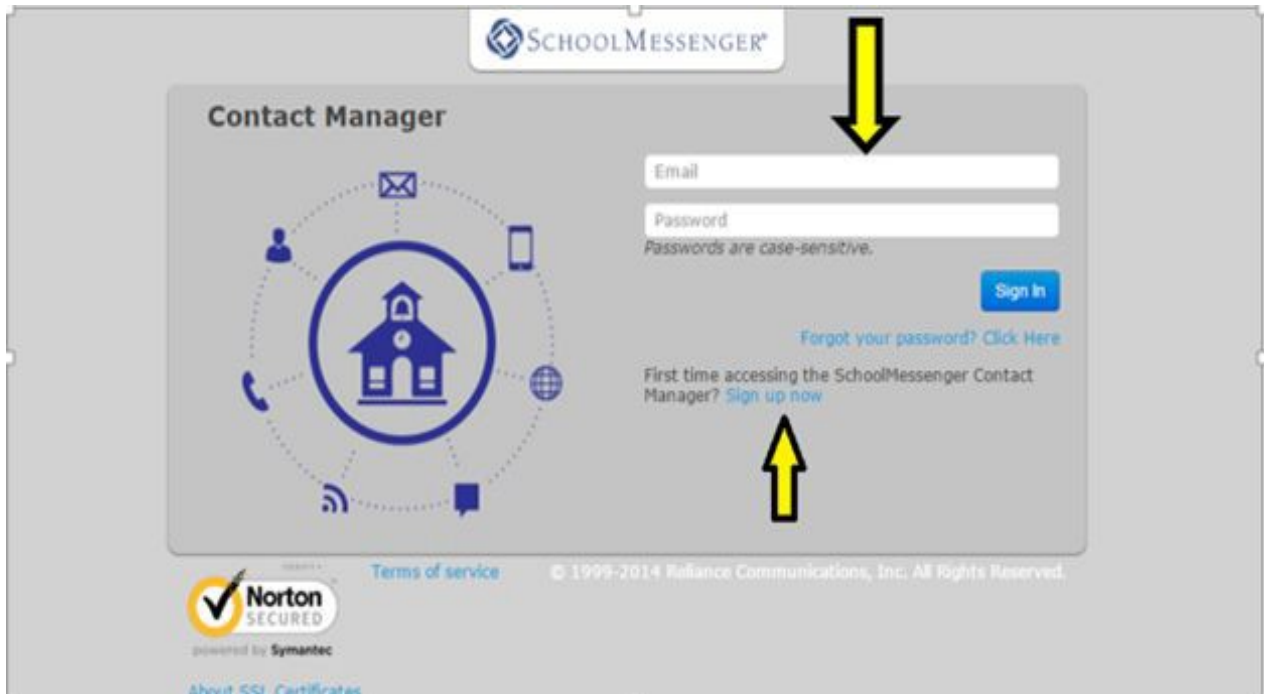
Rye City School District SchoolMessenger Instructions

Step 1: Go to the [Rye City School District's](#) home page at and select School Messenger under the Community channel.



The screenshot shows the Rye City School District website. At the top, there is a navigation bar with links for "Google Custom Search", "District Home", "Contact Us", and "RSS". Below this is a banner with the district logo and several images of school buildings. A secondary navigation bar contains links for "About Us", "Our Schools", "District Offices", "For Staff", "For Students & Parents", and "Community". A dropdown menu is open under "Community", listing options such as "District Publications", "New & Noteworthy", "Rye Alumni", "Rye TV", "Rye Productions", "School Messenger", "Useful Links", and "Voter Information". A yellow arrow points to the "School Messenger" option. On the left side, there is a calendar for February 2017 and a "RYE CITY SCHOOL DISTRICT NEWS" section with several news items.

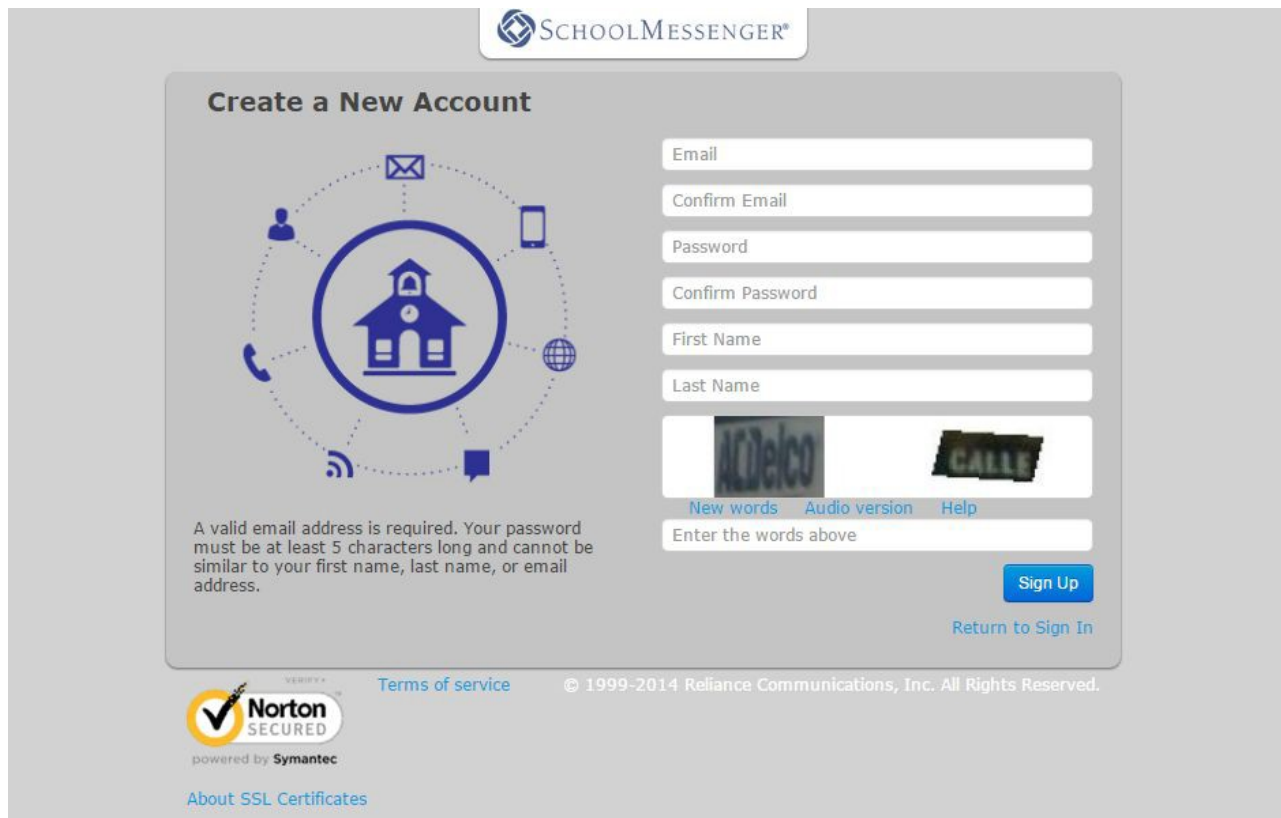
Step 2: Login to SchoolMessenger if you already have a username and password. If this is your first time using School Messenger, select "Sign up now" on the bottom.



The screenshot shows the SchoolMessenger Contact Manager login page. At the top, there is the "SCHOOLMESSENGER" logo. Below it is a "Contact Manager" section with a central icon of a school building surrounded by communication icons. To the right, there are input fields for "Email" and "Password", with a note that "Passwords are case-sensitive." and a "Sign In" button. Below the password field, there is a link for "Forgot your password? Click Here" and a link for "First time accessing the SchoolMessenger Contact Manager? Sign up now". A yellow arrow points to the "Sign up now" link. At the bottom, there is a "Terms of service" link, a copyright notice for "© 1999-2014 Reliance Communications, Inc. All rights Reserved.", and a "Norton SECURED" logo with "powered by Symantec" and a link for "About SSL Certificates".

(For new users only)

Create your account and sign in.



SCHOOLMESSENGER®

Create a New Account

Email

Confirm Email

Password

Confirm Password

First Name

Last Name


DeLo CALL

[New words](#) [Audio version](#) [Help](#)

Enter the words above

[Sign Up](#)

[Return to Sign In](#)

 [Terms of service](#) © 1999-2014 Reliance Communications, Inc. All Rights Reserved.


[About SSL Certificates](#)

Step 3: A verification email will be sent with a verification code and link. You should have received a mailed letter with the ID and Activation code (for security purposes) from the District. Click the link in the email and you will be brought back to the login screen. If you cannot locate your information, please contact the Technology Department at extension 6211.

SchoolMessenger

Getting Started

The Contact Manager allows you to customize your message delivery preferences and enables you to review past messages.

[Click here to begin](#) 

Step 4: Add your student's unique ID# and Activation Code, and select Add. Then select Add Contact. Enter your information for Phone, Email, and Text fields and hit Save.



SchoolMessenger Rye City School District
Messages Contacts

Contacts

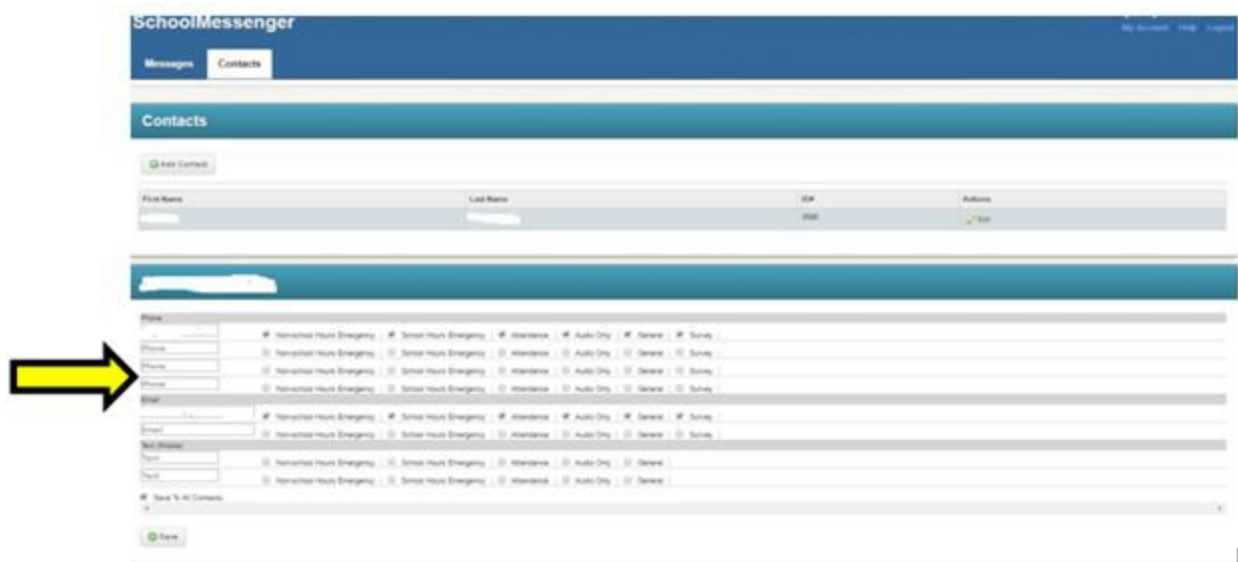
First Name	Last Name	ID#	Actions
		0000	<input type="button" value="Add"/>



SchoolMessenger Rye City School District
Messages Contacts

Contacts

First Name	Last Name	ID#	Actions
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First Name	Last Name	ID#	Actions
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Show All Contacts

If you have any questions, please contact [Kaitlyn Sassone](#), Director of Technology at or at (914) 967-6100 Ext 6211. Thank you.