



# School Messenger: Contact Preferences

School Messenger allows legal guardian contacts of SJCS D students the ability to control how they receive non-emergency communications, either by Phone, Text, Email, or any combination of these methods.

## 1. Navigate to: [infocenter.schoolmessenger.com](http://infocenter.schoolmessenger.com)

## 2. If you haven't already signed up through InfoCenter, click the "SIGN UP" link.

## 3. The Username/Email will need to be the email address on file with your school.

You can verify the email for your SJCS D contact in [Home Access Center](#) in the "Registration" Tab.



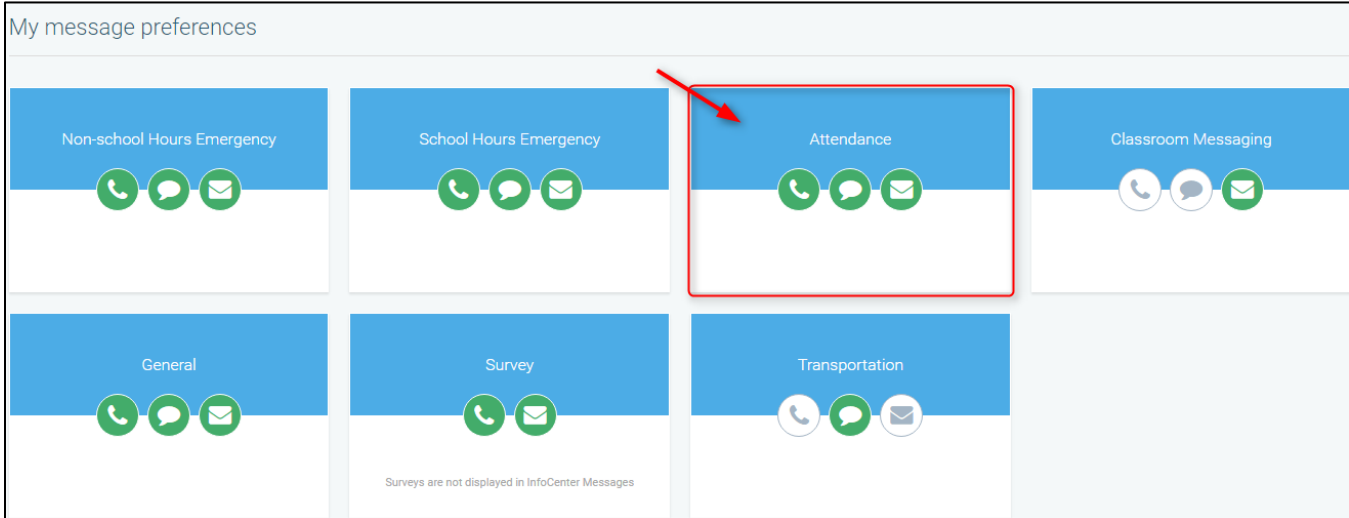
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**4. After you are logged into your InfoCenter account, navigate to "Preferences".**

*This is where you can choose the way you receive Non-Emergency Messages (Phone, Text, Email)*

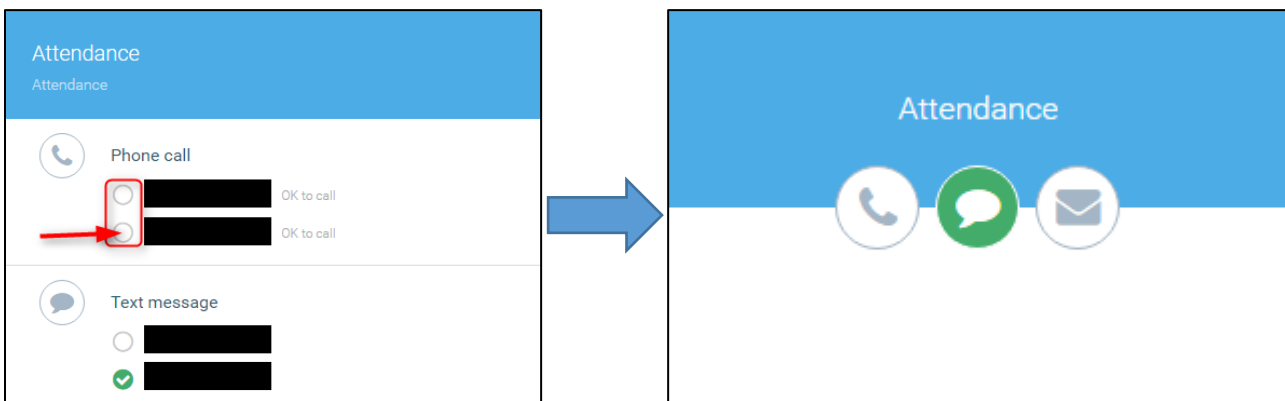


**5. To change a preference, click on the type of message**



**6. Select/Unselect inside each section to choose what content will be sent to what number/email.**

*Leave all selections in a section blank if you do not want to be contacted using that method (Example: leave Phone call section and Email section blank if you ONLY want to receive Text messages).*



*\*Note: Text Messages will only be sent to numbers that have opted-in to the School Messenger system by texting "Y" to 67587.*