

SchoolMessenger Contact Manager



The SchoolMessenger Contact Manager is integrated into the PowerSchool Parent Portal and was designed to automatically notify parents regarding issues that impact the safety of students as well as upcoming events. All messages are automatically stored for 30 days allowing you to review previously sent messages, even if you have opted out of receiving notifications.

You have options!!! If you do not want to receive a certain type of message, such as sporting events, you can opt out. The system allows for three types of options to communicate with parents, phone calls, e-mails, and text messages. Please follow the steps below to see how you can review previously sent messages, or to customize what messages you receive from SchoolMessenger.

How Do I Get to the PowerSchool Parent Portal to View SchoolMessenger?

1. Access the PowerSchool Parent Portal – www.glassboroschools.us
 - ❖ From a desktop – look for the PARENTS along the top banner when the page loads click on the 'PowerSchool for Parents'
 - ❖ From a mobile device – look for the Parents icon; when the page loads click on the 'PowerSchool for Parents'
2. Log into PowerSchool using your parent user name and login.
3. After logging into PowerSchool, locate & click on the 'Contact Manager' icon located along the bottom left navigation menu.
4. Under the words 'SchoolMessenger' you will see two options; 'Messages' and 'Contacts'.

The screenshot shows the SchoolMessenger interface. At the top, there are two tabs: 'Messages' and 'Contacts'. A yellow arrow points to the 'Messages' tab. Below the tabs, there is a section titled 'Messages from the last 30 days' with a search bar. The main content area displays two tables of messages. The first table has columns for Date, Broadcasts Name, Sent By, and Actions. The second table also has columns for Date, Broadcasts Name, Sent By, and Actions.

Date	Broadcasts Name	Sent By	Actions
Apr 6, 2017	New Message for...	Horace Patrick	Play
Mar 30, 2017	Transportation Delays	George Woods	Play, Read Email, Read Text
Mar 28, 2017	4/4 Pre-K/Kindergarten Registration Information	Jody Rattig	Read Email
Mar 28, 2017	New Message for...	Horace Patrick	Play

Date	Broadcasts Name	Sent By	Actions
Apr 6, 2017	OSD Evacuation	Kris Matthews	Play, Read Email
Apr 6, 2017	OSD Evacuation to Outdoor	Jody Rattig	Play, Read Email
Apr 6, 2017	OSD Parent Update	Jody Rattig	Play, Read Email
Apr 6, 2017	Zumba! Checkle and Poles	Kris Matthews	Play
Apr 6, 2017	Spring Break (PARCC)	Kris Matthews	Play

- ❖ Selecting 'Messages' will allow you to see all messages sent within the last 30 days.
- ❖ Selecting 'Contacts' allows you to change or add SchoolMessenger contacts, add secondary contact information, & controls the type of messages received.

Please note: Updating or adding additional contacts in SchoolMessenger will NOT change the information in PowerSchool. If you need to update your contact info in PowerSchool, please call the school office @ 856-652-2700 and provide them with your new phone number or e-mail.