

Adding Contact Information for Emergency Notifications

Go to <https://accounts.relianceco.com/cm/#login>

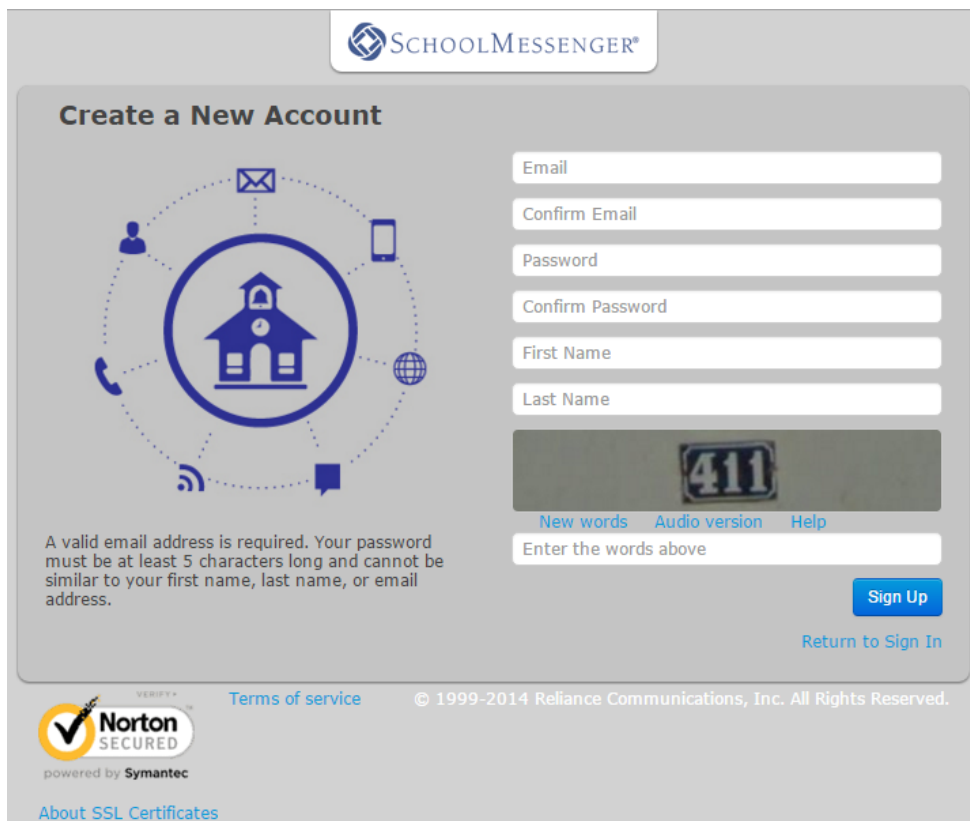
If you have already created an account, click “Sign In” and enter your existing credentials.

If you are a new user, click “Sign up now.”



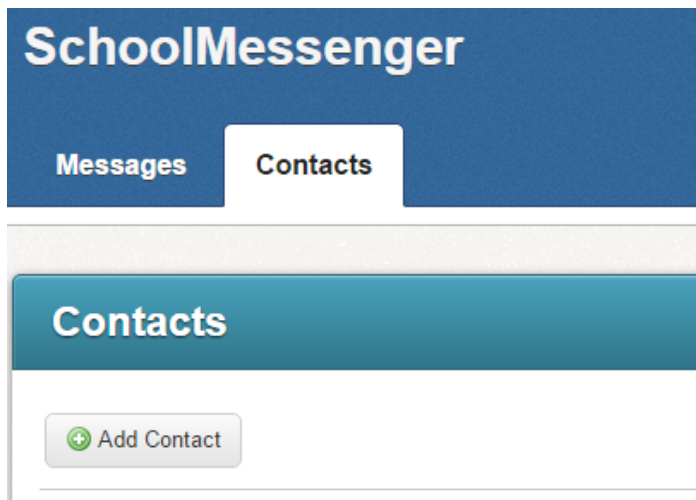
The screenshot shows the 'Contact Manager' login page for SchoolMessenger. At the top, the SchoolMessenger logo is displayed. Below it, the title 'Contact Manager' is centered. On the left, there is a circular graphic with a schoolhouse icon in the center, surrounded by icons for an envelope, a smartphone, a globe, a speech bubble, and a Wi-Fi signal. To the right of the graphic are two input fields: 'Email' and 'Password'. Below the password field, the text 'Passwords are case-sensitive.' is displayed. A blue 'Sign In' button is positioned to the right of the password field. Below the button, there is a link: 'Forgot your password? Click Here'. Further down, there is a link: 'First time accessing the SchoolMessenger Contact Manager? Sign up now'. At the bottom of the page, there is a Norton Secured logo (powered by Symantec), a link to 'Terms of service', and a copyright notice: '© 1999-2014 Reliance Communications, Inc. All Rights Reserved.'. A link to 'About SSL Certificates' is also present.

To create a new account, enter your first and last name, as well as a good email address and a unique password. Enter the words you see in the box below your name. Click “Sign Up.”

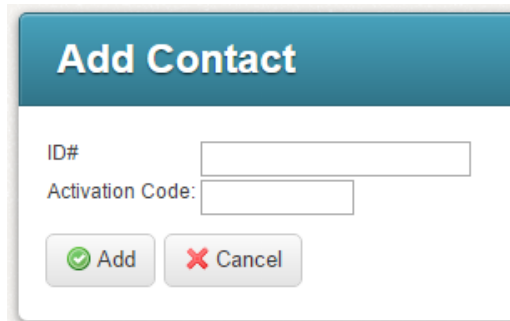


The screenshot shows the 'Create a New Account' page for SchoolMessenger. At the top, the SchoolMessenger logo is displayed. Below it, the title 'Create a New Account' is centered. On the left, there is a circular graphic with a schoolhouse icon in the center, surrounded by icons for an envelope, a smartphone, a globe, a speech bubble, and a Wi-Fi signal. To the right of the graphic are several input fields: 'Email', 'Confirm Email', 'Password', 'Confirm Password', 'First Name', and 'Last Name'. Below these fields is a CAPTCHA image showing the number '411'. Underneath the CAPTCHA image are three links: 'New words', 'Audio version', and 'Help'. Below these links is another input field labeled 'Enter the words above'. A blue 'Sign Up' button is positioned to the right of the input field. Below the button, there is a link: 'Return to Sign In'. At the bottom of the page, there is a Norton Secured logo (powered by Symantec), a link to 'Terms of service', and a copyright notice: '© 1999-2014 Reliance Communications, Inc. All Rights Reserved.'. A link to 'About SSL Certificates' is also present.

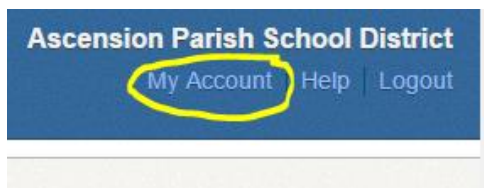
After signing in, click on the “Contacts” tab. Any existing students connected to your account will be visible here. To add additional students, click on “Add Contact.”



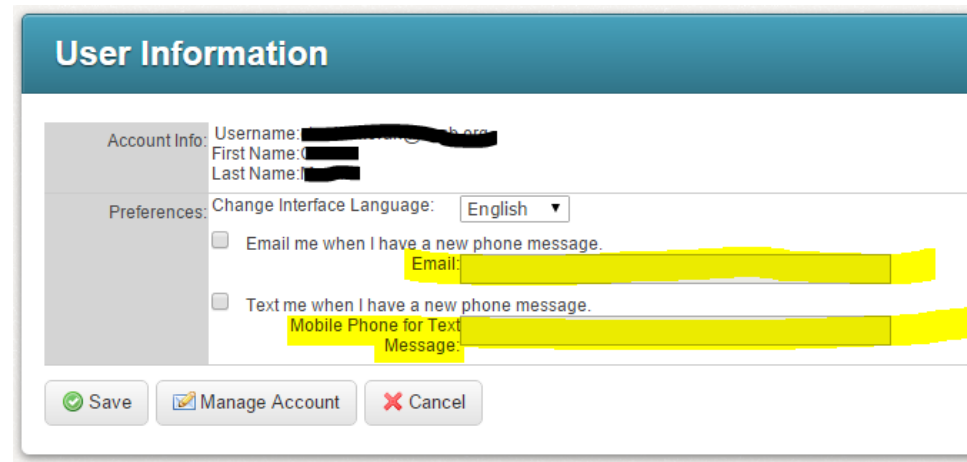
Enter the ID# and Activation Code you received from the student’s school in order to add the student.



Do not “Edit” any of the student’s information that is visible here. If this information is incorrect, you will need to contact the school. To add YOUR contact information, click on “My Account” in the top right-hand corner.



You have the option to add an email address and a mobile phone number to your communication preferences. Click “Save.”



The information you just entered will be attached to all Contacts you have added to your account.