

# Education for Life



## SchoolMessenger Account Set-up Instructions

SchoolMessenger is St. Paul's High School's communication tool for reporting student absences, including appointments during the day, late arrivals, or early departures from school. In addition, SchoolMessenger is used to inform parents/guardians when students are absent and have not been reported absent by a parent/guardian and for emailing school communications.

**St. Paul's High School requires that each student has at least one parent/guardian registered with a SchoolMessenger account for the purpose of reporting school absences.**

If you already have a SchoolMessenger account from a previous school or because you already have a student at St. Paul's, your new St. Paul's student will be added to your existing account. If your new student does not appear in your account, go to the "Contacts" section in SchoolMessenger and click the sync button. Otherwise, please sign up for a SchoolMessenger account using the steps below.

### Sign up for a SchoolMessenger Account

1. Go to <https://go.schoolmessenger.ca/#/account/signup>. You **MUST** use the same email address registered in the St. Paul's High School PowerSchool Portal. If you need to verify your email address, log into the [PowerSchool Portal](#) and click Account Preferences.
2. Once you sign up, you will get a validation message sent to your email address. You must follow the link in the email to verify your account. Check spam and junk folders for this email if you do not receive one right away.
3. Once you have activated your account, you are ready to log into your account.
4. On first login you may be presented with a pop-up window to "consent to call" the phone numbers we have on file. You can choose whether to allow telephone calls to the numbers indicated. You must select at least one telephone number for School Hour and Non-School Hour emergency type messages.
5. When logged in, click the menu (upper left) and click "Preferences" to set your notification preferences.
6. Select the notifications you wish to receive for each message type. SMS, Email and Telephone should all be available options. Green means notification is on, grey means notification is off. Click "Save" after making changes.
7. Optional: Download the SchoolMessenger app from the [App Store \(iOS\)](#) and [Google Play \(Android\)](#). Use the email address and password you used to sign up to login to the App.

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## Using SchoolMessenger to Report Absences / Early Departures / Late Arrivals

Use any of the following four methods:

1. Log into your SchoolMessenger account: <https://go.schoolmessenger.ca/> Select “Attendance” from the menu at the top-left then click the + symbol beside “Report an Absence.”
2. Log into your PowerSchool account: <https://powerschool.stpauls.mb.ca/public/> Click “SchoolMessenger” at the bottom-left of the navigation menu, select “Attendance” from the menu at the top-left then click the + symbol beside “Report an Absence.”
3. Use the SchoolMessenger App from the App Store or the Google Play Store. The first time you use the app, select Sign Up to create your account. Select “Attendance” from the menu at the top-right and then click the + symbol beside “Report an Absence” at the bottom-right.
4. Call the toll-free number [1-833-566-1229] using the automated phone system.

The above options are available 24 hours/day, 7 days a week. Future absences may be reported at any time. **SchoolMessenger will not allow absences of 3 or more consecutive days to be reported.** In this situation, please call the school at 204-831-2300 to report absences and for further guidance.

Please note that absences reported using SchoolMessenger may not be synchronized with PowerSchool until the daily attendance is reconciled at the end of each school day. Whenever possible, please submit student absences through SchoolMessenger no later than 8:00 a.m. on the date of the absence. Please wait until the following calendar day to contact the school if PowerSchool is not reflecting the absence details you submitted using SchoolMessenger.

### Planned Absences

For planned absences, please submit a Planned Absence Form available at Reception or from the Vice Principal Students.

Thank you for your cooperation in this matter. I hope you will find SchoolMessenger an effective and streamlined method for communicating with St. Paul’s High School regarding student absences. Please contact the school, [contact-us@stpauls.mb.ca](mailto:contact-us@stpauls.mb.ca), if you have questions about this process or require assistance signing up for your SchoolMessenger account.