



SALISBURY TOWNSHIP SCHOOL DISTRICT

Administration Building

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Salisbury...Inspire, Think, Learn, Grow...Together!

Assistant Superintendent

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SchoolMessenger Accounts

Salisbury Township School District has been using the SchoolMessenger Notification System for several years to provide communication to parents and staff members on matters such as school closings/delays, school emergencies, attendance and general activities. If you need to make any changes to the contact information we have been using to deliver these messages **and have not created a profile yet**, please contact your child's school. You will be provided with your student's ID and activation code to create a new account. Once you have this information, please follow the steps below.

1. Enter the following URL into your web browser: <http://www.stsd.org/schoolmessenger/>
2. Click the **Sign Up Now** link.
3. You will be taken to the *Sign Up* page where you will enter a valid email address, a password, and your name. You will use your email address and password to sign in later. Click **Sign Up** when you are finished. (SchoolMessenger has a strict privacy policy and does not sell or distribute contact information to any third party.)
4. Check your email. You will receive an email from SchoolMessenger containing a link to activate your account. Click on the link and enter your password to activate your account.
5. Once your account has been activated, you are ready to add your child to the account. Click on the main page and add your child's student ID and Activation Code.

When you have finished adding your child to your account, click on the **Contact** tab where you can check the types of messages you would like to receive and at which phone numbers and email addresses. Make sure that you click **Save** when you are finished making changes.

If you have other children attending school in the District, you will be able to add them to the same Contact Manager account using their Student ID and Activation Code.

Please direct any other questions you have regarding SchoolMessenger to your child's school.

Thank you!