

**BENNETT
ELEMENTARY
SCHOOL**



Nicole Hepworth, *Principal*
17900 NE 16TH STREET
BELLEVUE, WA 98008
PHONE: (425) 456-4800
FAX: (425) 456-4824
www.bsd405.org

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Dear Bennett Community,

The Bellevue School District is using the new *SchoolMessenger* Notification System to provide timely communication to parents at our school on matters such as general interest activities and campus or district emergencies. In order to enhance our ability to accurately deliver you emergency information or important updates, we kindly request that you create your own contact preference profile using *SchoolMessenger's* Contact Manager web site. Contact Manager allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

You have a phone number already on file with the district, and some of you have a current email address in your student's record. (*NOTE: The email address may be different than the one you have submitted to receive school newsletters from your child's teacher or school principal*). If you do have an email in the system, you will start to receive calls and emails when the *SchoolMessenger* system is utilized. You can unsubscribe in the email if desired or set up a Contact Manager account to adjust how you prefer to be notified.

In order to utilize this notification feature, simply follow the steps below to create an account through the secure Contact Manager web site provided by *SchoolMessenger*:

1. Go to the following School District web page: <http://www.bsd405.org/Default.aspx?tabid=1552> and in the information under School Messenger click "**HERE**".
2. Click the **Sign Up Now** link near the bottom of the page.
3. On the **Create a New Account** page enter a valid email address, a password, your name, and zip code. Make note of your email address and password which will be used to sign in later. Check **Email me when I have a new phone message** if you would like to receive an email message each time there is a new message in your mailbox. Click **Create Account** button when you are done.
Note: SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.
4. Check your email. There will be an **Account Activation** email from contactme@schoolmessenger.com which contains a link to a confirmation page where you **must** enter your password in order to activate your account.
5. Once you've activated your account, you're ready to add your child to your account.
 - a. Click the button, **Click here to begin**, on the main page
 - b. Leave **Activation Method** selected as "**I do not have an Activation Code and want to activate by phone**" and click **Next**.
 - c. Add your child's student ID number. *Note: Your child's ID number is the same number used to log in to PIV. Contact your school's office if you are unsure of that number.* Click **Next**.
 - d. Follow the instructions on the webpage to call in, using the home phone number listed in your child's student record, and verify your account.
6. When you have finished adding your child to your account, you will be brought to the **Edit Contact Details** page where you can select which types of messages you would like to receive and at which

phone number, email address, or text number. Make sure that you click *Save* when you are done making changes.

If you have other children attending school in the Bellevue School District, you will be able to add them to the same Contact Manager account.

Please direct questions or problems to your school's main office to further review or investigate. The front office will note your questions and will return your call as soon as an answer is available.

Thank you for signing up, and we hope you enjoy the *SchoolMessenger* Contact Manager as we move into this winter season!

Sincerely,

A handwritten signature in black ink that reads "Nicole Hepworth". The signature is written in a cursive style with a double underline at the end.

Nicole Hepworth
Bennett Principal