



## School Messenger Setup for Staff and Community\*

\*Parents should not complete this process. Go to [Power School Parent Portal Setup and School Messenger Setup Page](#).

### SCHOOL MESSENGER FOR STAFF

In order to register go to: [School Messenger for Staff](#) or copy url into your browser:  
<https://go.schoolmessenger.com/#/home>

1. Click Sign up (upper left hand page of page)
2. Enter GCPS email and password then click the blue Sign up button at bottom of page
3. Wait to receive a verification email and then follow the prompts
4. Once logged in, click on the menu bar in the top left corner and select Preferences.
  - a. To update phone numbers or email addresses, click on them under My Contact Information.
  - b. To add a phone number or email address, click Add More.
  - c. Once a phone number is added, click on it and choose method of contact: Call me or Send text.
  - d. Please note, only one phone number and one email address can be added.
  - e. To delete a phone number or email address click on the 'x'.
5. Log out when finished updating preferences.

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### SCHOOL MESSENGER SIGNUP FOR COMMUNITY

For the last several years, Garrett County Public Schools has been utilizing School Messenger for communications to the parents of our students. We have the capability to provide these messages to members of the community who do not have students in the system. You will have the option to receive an email, a phone call, and/or a text message. The Garrett County Public School system uses this tool to communicate school closings and/or delays, as well as and other emergency information. School Messenger could be very useful for the media outlets, daycare services, businesses, etc.

In order to register for this service, go to: [School Messenger for Community Members](#) or copy url into your browser:  
<https://docs.google.com/forms/d/e/1FAIpQLSe7GRVPTax7dibAJYC8ZYN9bmDEONmGd4tSil6WE-nOrDwQqw/viewform?c=0&w=1>

Complete the information and submit. Within 3-5 business days, you will be active in School Messenger. Please contact your cell phone provider to learn if you could have possible phone and/or SMS (text) charges in accordance with your cell phone agreement.