

1. Go to <https://home.schoolmessenger.com>
2. Click "Sign up" in the top right corner

SchoolMessenger®

[Log in](#) [Sign up](#)

*A powerful new way to stay connected to your student's school or district*



SchoolMessenger®



3. Enter your email (You **MUST** use the email that you use to log into PowerSchool account).
4. Password: What you enter the first time will be your password moving forward. After you enter your password click on the "Show" button

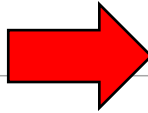
## Sign up



Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.

Email

Password



One lowercase letter

One Number

One uppercase letter

6-255 Characters

Location

United States

Is your school in Canada? [Switch Location](#)[Sign up](#)Have an account? [Log in](#)

5. Set a pin code click on Manage your PIN settings at the bottom of the home page. If you do not see your students name you are using the wrong email, contact your school.

Showing absences for

Report an Absence +

All Jennifer Jennifer Jennifer John John John Matthew Matthew Matthew

September 2024

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	1	2	3	4

Did you know that you can require a PIN for your student's absence to be reported or explained through the SafeArrival phone system?

Manage your PIN settings

6. Select your children that you'd like to set a pin for (recommended for grades 4 and up) then put in a 4-digit pin.

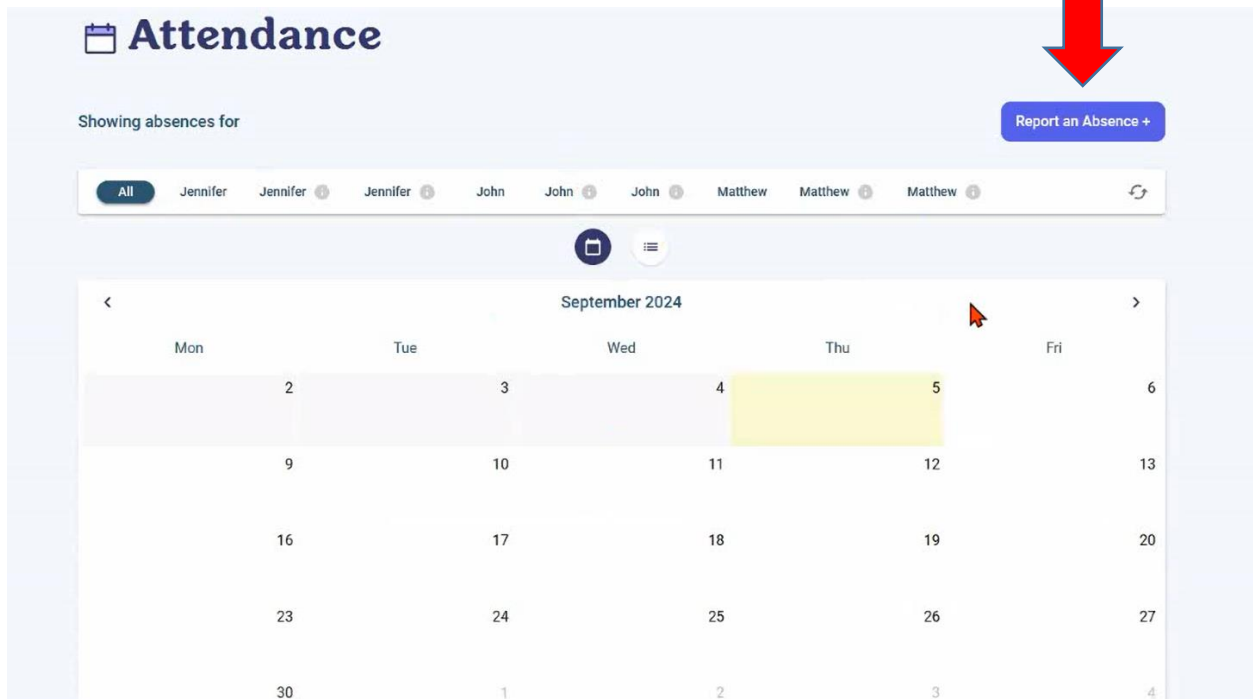
The screenshot shows a 'Safe Arrival PIN Settings' dialog box. At the top, it says 'Paradise Training Unified'. Below that, it instructs the user to 'Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.' There is a list of students with their initials in a colored circle and their names. Each student has a radio button to their right. A red hand icon is pointing to the radio button for 'Matthew Oberley' (MO). Below the list, there is a section for 'Your 4-Digit PIN' with a text input field and an eye icon. At the bottom, a note states: 'Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.'

Initials	Name	Selected
JJ	Jennifer Jones	<input type="radio"/>
JJ	Jennifer Jones	<input type="radio"/>
JJ	Jennifer Jones	<input type="radio"/>
JS	John Smith	<input checked="" type="radio"/>
JS	John Smith	<input type="radio"/>
JS	John Smith	<input type="radio"/>
MO	Matthew Oberley	<input checked="" type="radio"/>
MO	Matthew Oberley	<input type="radio"/>
MO	Matthew Oberley	<input type="radio"/>

Your 4-Digit PIN:

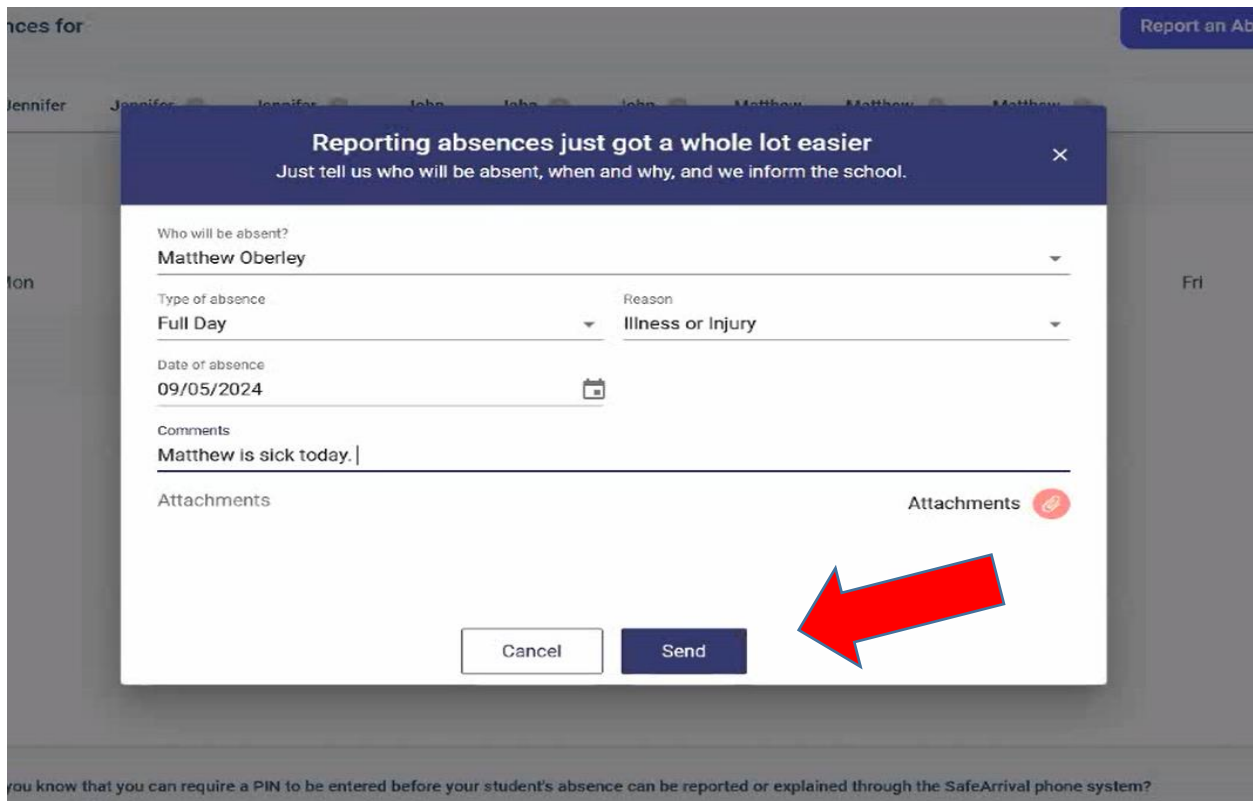
Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.

7. Report an Absence+, choose the absent student.



The screenshot shows the 'Attendance' section of the Safe Arrival app. At the top, there's a header 'Attendance' with a calendar icon. Below it, a section 'Showing absences for' lists several names: All, Jennifer, Jennifer, Jennifer, John, John, John, Matthew, Matthew, Matthew. A red arrow points to a 'Report an Absence +' button in the top right corner. Below the names, there's a calendar for September 2024. The calendar shows dates from 2 to 4. The date 5 is highlighted in yellow, and a mouse cursor is pointing at it.

8. Enter all the fields listed and hit "Send"



The screenshot shows the 'Reporting absences just got a whole lot easier' form. The form has a title bar with a close button. Below the title bar, there's a subtitle 'Just tell us who will be absent, when and why, and we inform the school.' The form fields are: 'Who will be absent?' with a dropdown menu showing 'Matthew Oberley'; 'Type of absence' with a dropdown menu showing 'Full Day'; 'Reason' with a dropdown menu showing 'Illness or Injury'; 'Date of absence' with a date picker showing '09/05/2024'; 'Comments' with a text input field containing 'Matthew is sick today.'; and 'Attachments' with a button labeled 'Attachments' and a red icon. At the bottom of the form, there are two buttons: 'Cancel' and 'Send'. A red arrow points to the 'Send' button.

Example of the email notification

