

REQUIRED of Parents and Students

For Emergency and Weather-Related Notifications from Holy Names Academy:

Register with SCHOOLMESSENGER®

Holy Names Academy uses **SchoolMessenger**, a web-based messaging platform, to communicate urgent messages to parents and students—such as weather closures or emergencies. **All parents AND students are required to register before the start of the student's first year at HNA** and choose how you prefer the school to communicate important information to you, whether via email, text, or phone.

You do **NOT** need to re-register each year, and you can change your contact preferences at any time.

Register on the SchoolMessenger website:

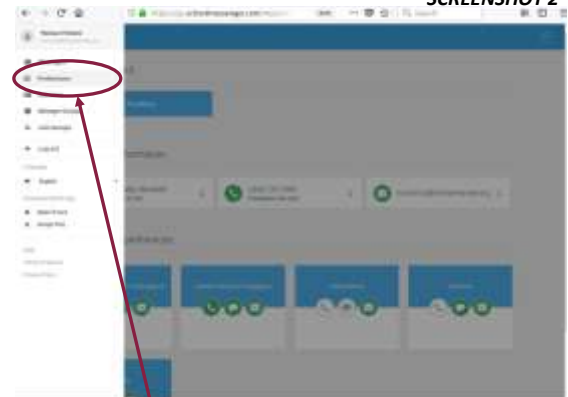
- Visit go.schoolmessenger.com
- Click **Sign up** (upper right corner of screen)
- **Create an account** using the email address you provided to the Academic Office of Holy Names Academy through school registration. You must use an email address on record at HNA; if you need to check, contact Academic Administrative Assistant [Alex Dzwonkowski](mailto:Alex.Dzwonkowski). Students should use their HNA email account. Create a password of your choosing (does not have to match any school password). SchoolMessenger requires passwords to include at least one capital letter and at least one digital number. The service will email you a link to complete registration on the SchoolMessenger website.
- Verify your email: you should receive an email from Support@accounts.schoolmessenger.com in the email account you used when creating your account.
- Give permission to call (*Screenshot 1*).
- Once registered, click the three horizontal bars on the top left of the page to open a dropdown menu. Choose **Preferences** (*Screenshot 2*).
- On the Preferences page, verify that your **contact information** is correct. If changes are necessary, contact Academic Administrative Assistant [Alex Dzwonkowski](mailto:Alex.Dzwonkowski). The contact information in SchoolMessenger's database comes directly from the information you provided to the Academic Office for registration.
- While still on the Preferences page, set **your preferences for receiving** three kinds of automated messages from the school: phone, text, or email (*Screenshot 3*).
- For assistance, email [holynamesacademy@holynames-sea.org](mailto:holynameacademy@holynames-sea.org)

SCREENSHOT 1



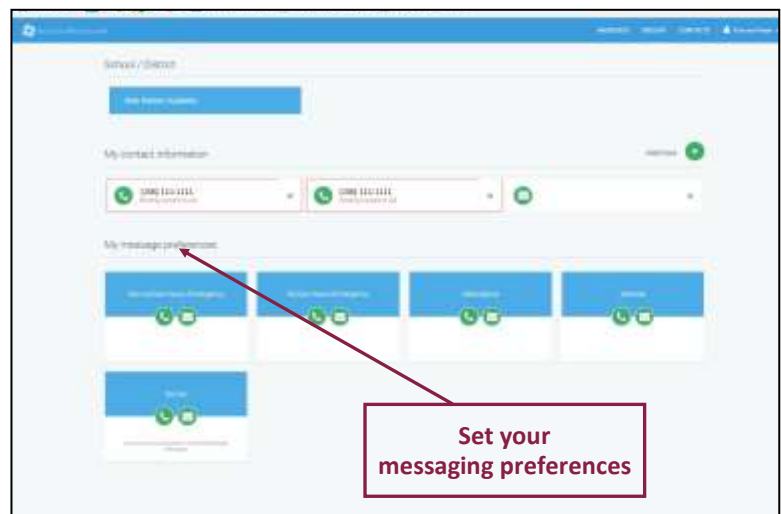
For each telephone number listed, click down arrow, and change option to "Yes, it's ok to call me at this number" or to "No, call me for emergencies only." Click Save.

SCREENSHOT 2



Choose "PREFERENCES" from dropdown menu

SCREENSHOT 3



Set your messaging preferences