

Community Skylert Sign-up

(this is not for current parents of RPS students)

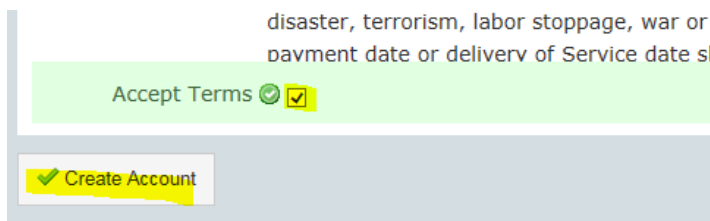
Go to the sign in page: <https://asp.schoolmessenger.com/rochester/subscriber/index.php?logout=1>

Click the link to **Sign up now** (if you already have an account you can sign in from this page or reset your password)



The image shows a sign-in page titled "Phone, Email, and SMS Text Messages" for Rochester Public Schools. It features a language dropdown menu set to "English". Below the title, there are input fields for "Email:" and "Password (case sensitive):". A "Forgot your password? Click Here" link is positioned to the right of the password field. A "Sign In" button with a green checkmark is located below the password field. At the bottom left, there is a link for "First time user? Sign up now" with a yellow highlight.

Complete all the fields on the New Account setup page. Check the box to **Accept Terms** and click **Create Account**



The image shows a section of the New Account setup page. It includes a text area with the words "disaster, terrorism, labor stoppage, war or" and "pavment date or delivery of Service date sl". Below this is a green bar with the text "Accept Terms" followed by a green checkmark icon and a checked checkbox. At the bottom, there is a yellow button with a green checkmark and the text "Create Account".

You will receive an email from School Messenger similar to this one. Click the link to open the activation page, enter your password and click Submit.

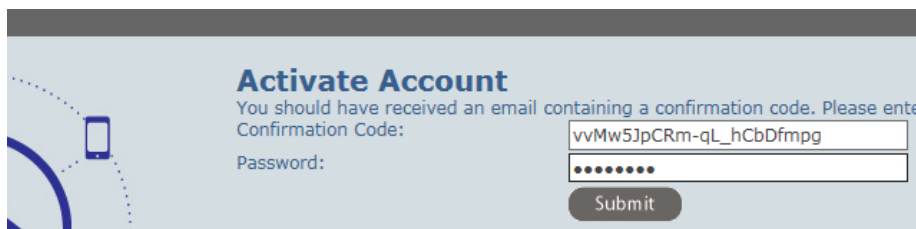
Skylert <noreply@accounts.schoolmessenger.com>
to me ▾

Welcome to Skylert.
Please click the link to activate your account.
https://asp.schoolmessenger.com/rochester/subscriber/activate.php?t=vvMw5JpCRm-qL_hCbDfmpg

Or, visit the account activation page to enter your confirmation code.
<https://asp.schoolmessenger.com/rochester/subscriber/activate.php>
Confirmation Code: vvMw5JpCRm-qL_hCbDfmpg

You must also supply your password used to create the account.
This confirmation code will only be valid for 24 hours.

DO NOT REPLY: This is an automatically generated email. Please do not send a reply message.



The image shows the "Activate Account" page. It features a blue header with the title "Activate Account". Below the title, there is a text prompt: "You should have received an email containing a confirmation code. Please ente". Below this, there are two input fields: "Confirmation Code:" with the value "vvMw5JpCRm-qL_hCbDfmpg" and "Password:" with a masked password of seven dots. A "Submit" button is located at the bottom right.

To add a phone number, click **Add More** under Contacts

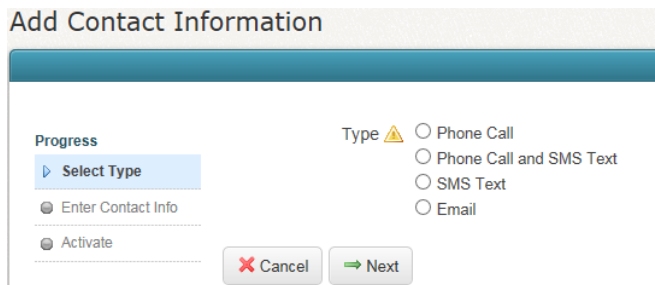


The screenshot shows a 'Contacts' header in a teal box. Below it is a table with two columns: 'Contact Information' and 'Type'. The table contains one row with a redacted email address '@gmail.com' and the type 'Email'. Below the table is a yellow 'Add More' button.

Contact Information	Type
██████████@gmail.com	Email

Add More

Choose the option you want and click next to set up your phone or another email account.



The screenshot shows the 'Add Contact Information' screen. It has a teal header. Below the header is a 'Progress' section with a blue bar and three steps: 'Select Type' (selected), 'Enter Contact Info', and 'Activate'. To the right is a 'Type' section with a warning icon and four radio button options: 'Phone Call', 'Phone Call and SMS Text', 'SMS Text', and 'Email'. At the bottom are 'Cancel' and 'Next' buttons.

Add Contact Information

Progress

- Select Type
- Enter Contact Info
- Activate

Type ⚠

- Phone Call
- Phone Call and SMS Text
- SMS Text
- Email

Cancel **Next**

You will need to confirm the phone number by calling the system and entering the activation code listed on the screen for you. Here's an example of this screen.

You must follow these steps within **24 hours** to complete this addition to your account.

Print this page now

- Step 1: You must call from the phone (507) ██████████ in order to verify your caller ID.
💡 If your phone service has caller identification blocked, you must first dial *82 to unblock it for this call.
- Step 2: Call (855) 648-5547
- Step 3: When prompted, select option 2.
- Step 4: When prompted, enter this activation code **294134**
- Step 5: When the call is complete, log back into your account to edit your notification preferences.

← Done

Contact [*Skyward Support](#) or call 507-328-5555 if you have any questions.