School Messenger How-to

1. Please visit the following website: https://go.schoolmessenger.com/#/home or download the SchoolMessenger app on your personal device.
2. SBISD uses your email and phone numbers on-file in Skyward/Family Access for communications
3. Sign up for SchoolMessenger using your email currently associated with your Skyward.

Sign Up

1. Tap **Sign Up** at the bottom of your phone screen.
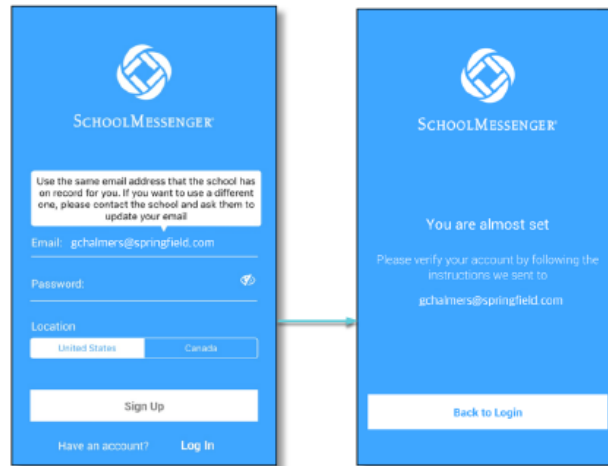
   ⚠️ **Important**: If you already have an email address that the school has on record, use this email address when you sign up.

2. Enter your email address, location and a password. Your password must contain have at least:

   - 1 lowercase letter
   - 1 uppercase letter
   - 1 number
   - 6 characters

You will be sent an email at the email address provided. Tap the link in the email to verify your account. A new page will open on your browser.
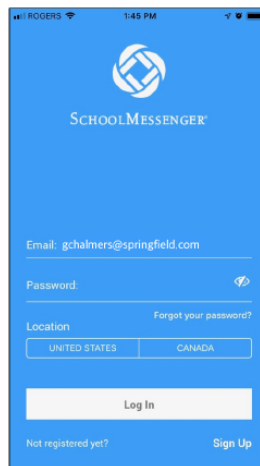

4. If you are creating an account with School Messenger, you will be asked to verify your email. Please do so within 24 hours.
5. Once you complete the above, you will be asked to log-in to School Messenger:
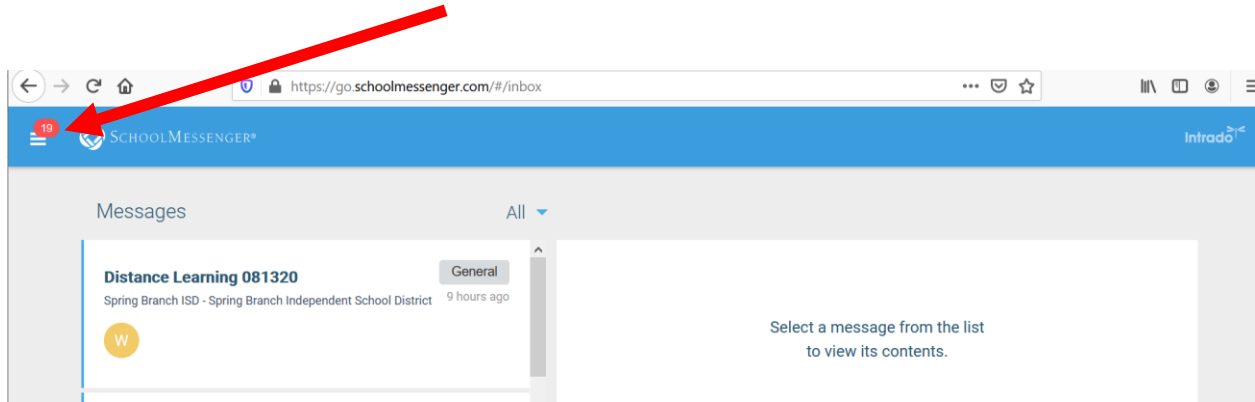
Log In

To log into the SchoolMessenger app:

1. Tap the **Log In** button.
2. Enter the email address you used to register in the SchoolMessenger app.
3. Enter your password.
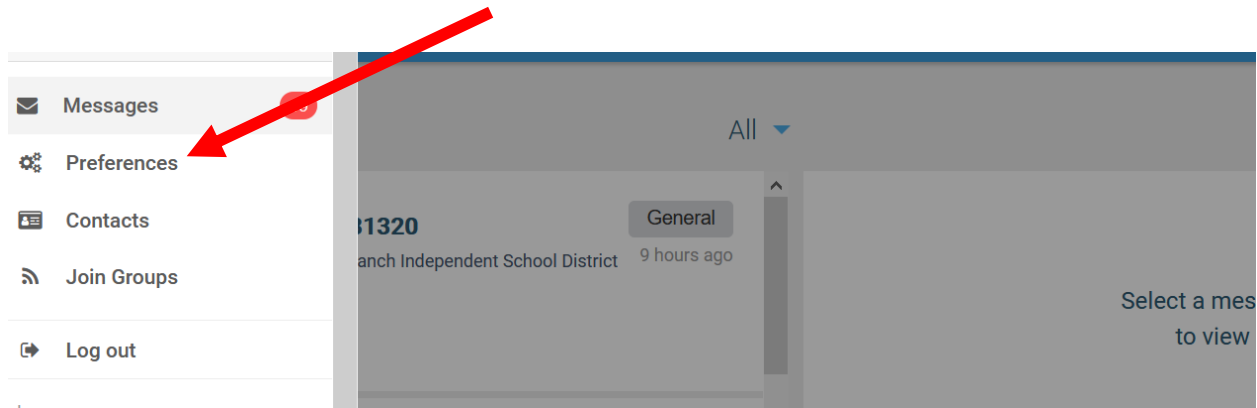4. Tap your **location**.
5. Tap the **Log In** button.

Tap on the **Forgot your password? link** if you forgot your password. An email will be sent to you allowing you to register a new password.

6. Once you are logged in, you will see a home screen with publications that have been sent to your account. At the top left there a toggle button that you may click on to find menu options to select from within the application. Click on this.

7. Click on preferences once you observe the choices provided.

8. Scroll down and view your current preferences for receiving School Messenger messages for various departments within Spring Branch ISD. If you are not receiving the school newsletter from your child's principal, be sure to enable the email function in the general and newsletter sections. Be sure to save your selections prior to closing.