

SCHOOL MESSENGER INFO CENTER WEBSITE DIRECTIONS

1. Log onto district website at nscsd.org
2. Click on “District” tab at top of page and then the “Parent Resources” link
3. Click on “School Messenger InfoCenter Log-in” link
4. Click on “Sign Up” tab
5. You will be asked to create an account. Parents should enter in the email they have placed into School Tool system and then create a password. Click on “create a new account.” Staff should enter the email address they have placed into WinCap Web and then create a password.
6. You will be receive an email confirmation (check clutter/junk folder if not in inbox)
7. Click the link in the email you receive and you will be taken to the InfoCenter log-in screen
8. Enter your email address and the password you just created
9. You may be prompted to update your user settings and select a role in the organization – you will have to do these things to proceed
10. To edit your account, click the drop down arrow next to your name in the top right of the screen and select “Preferences”

Visit <http://www.nscsd.org/districtpage.cfm?pageid=1106> to learn more about the types of messages the district sends

SCHOOL MESSENGER INFO CENTER CELL PHONE DIRECTIONS

- For mobile devices, download the free SchoolMessenger InfoCenter app by doing the following:
 - Search “SchoolMessenger InfoCenter” in the App Store or Google Play
 - Click the “Get” button
 - Open the app on your mobile device and click the “New User” link
 - Follow the directions above starting with #5