

**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 sent a temporary password to email address
7. Enter temporary password into screen
8. To edit your account, click on “Preferences” tab
9. Choose options you want to either delete or add

**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 #6