

## SchoolMessenger – Getting Started

You can access SchoolMessenger in one of the following three ways:

1. Visit <http://asp.schoolmessenger.com/madisonmetro> (We recommend bookmarking this page for future ease of access).
2. Click the SchoolMessenger link in the left menu in Infinite Campus. It's located under User Communication.
3. Click on the SchoolMessenger icon on the Staff Only Homepage ([www.mmsd.org/staffonly](http://www.mmsd.org/staffonly))



At the sign-in page, sign in using your b number with lowercase b and the same password that you use to access email, the website, IC, etc.

A screenshot of the login page for Madison Metropolitan School District. The page has a grey background. On the left, there is a circular diagram with a schoolhouse icon in the center, surrounded by icons for a person, a mobile phone, a globe, a speech bubble, and a Wi-Fi symbol. To the right of the diagram is a login form with two white input fields labeled "Login:" and "Password:". Below the password field is the text "Passwords are case-sensitive." and a "Sign In" button. At the bottom right of the form area is a blue link that says "Forgot your password? Click Here". At the bottom left of the page is the Norton Secured logo, and at the bottom center is the text "Service & Support: support@schoolmessenger.com | (800) 920-3897".

If you're having trouble logging in, use the "Forgot your password?" link on the page to reset the password.

Once logged in, teachers will have different access than secretaries or administrators. For either account, there are three basic steps to sending messages with SchoolMessenger:

1. Creating a List: This is where you select who will receive your message
2. Creating a Message: This is where you'll put in your message content
3. Sending a Broadcast: The broadcast puts together your list and message and tells it when to send

[Teachers – follow these instructions](#)

[Secretaries / Administrators – follow these instructions](#)