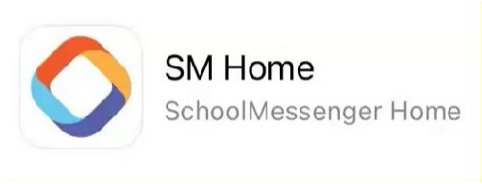
School Messenger Home - Setup Guide

Download and Install the App

To access SM Home, go to the Google Play or Apple Store and search for SM Home.

The app to download looks like this:

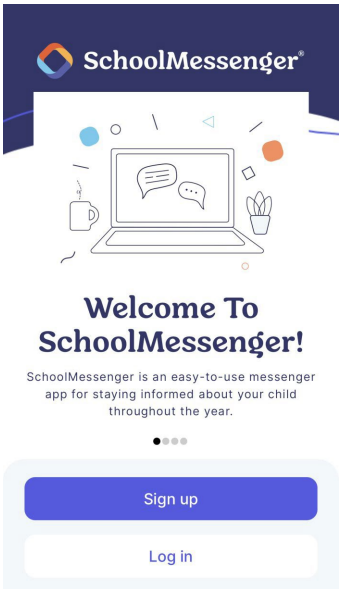




(Important Note: DO NOT DOWNLOAD THE BLUE ROSE SchoolMessenger App! It is being discontinued.)

Sign Up for School Messenger

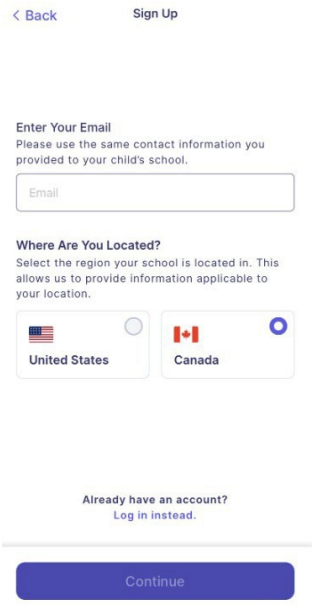
When download is complete, open the App 



If you do not have a School Messenger account, click “Sign up”

Enter your email and your location

Important: Use the **same email address that the school has on record for you.** If you don't know what email is on record, contact your school.



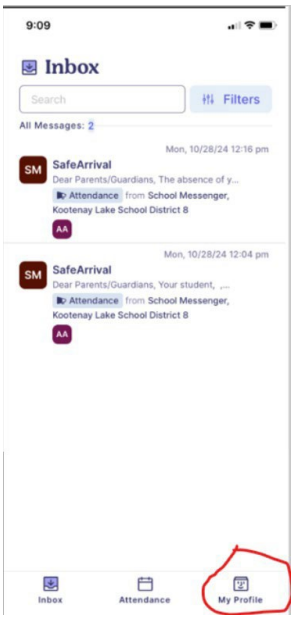
Create a Password

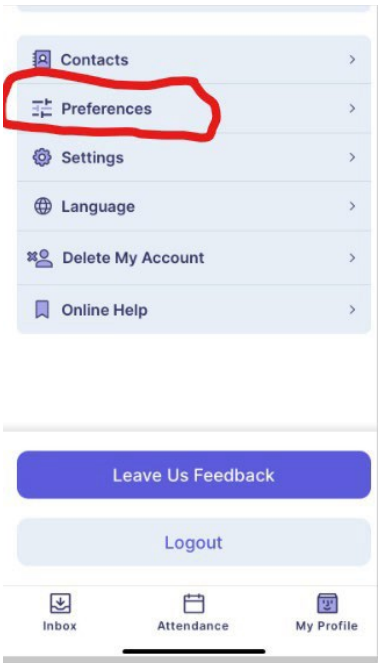
You will then be asked to create a password. After creating a password, tap Sign Up and an email will then be sent to you. Click the link in the email to verify your account.

Set Your Preferences

Profile

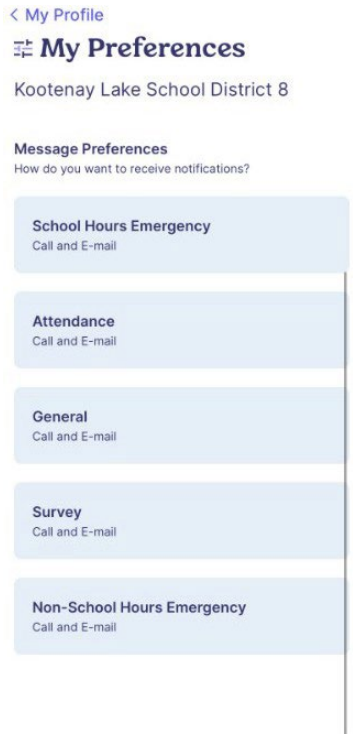
To set up your preferred contact methods, tap on **My Profile** on the bottom right of your screen, then **Preferences** from the My Profile page.

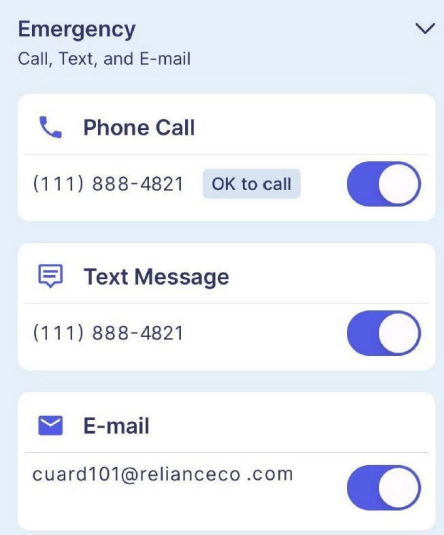




How You Want to Be Contacted

For each Broadcast Type, you can choose whether you wish to be contacted by **Phone**, **Email** or **SMS**, a combination or all three. Tap to expand the Broadcast Type you wish to configure.

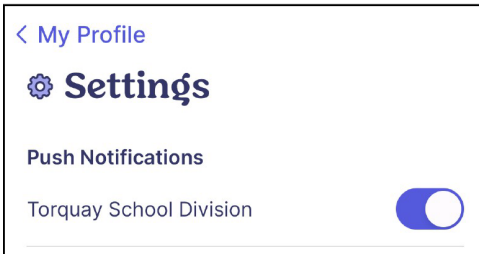




Toggle on or off each of the contact methods you wish to have used for that Broadcast Type.

Push Notification Settings

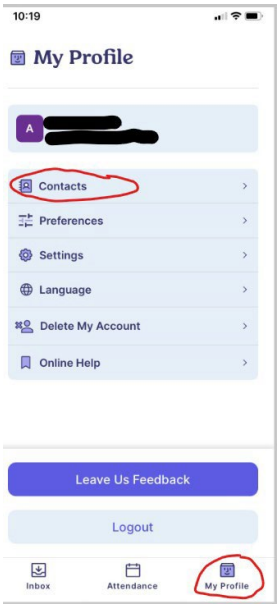
If you wish to have push notifications on your phone when there's a broadcast sent to you, tap on **Settings** on the My Profile page.



Enable or disable push notification for each school district your account is linked to.

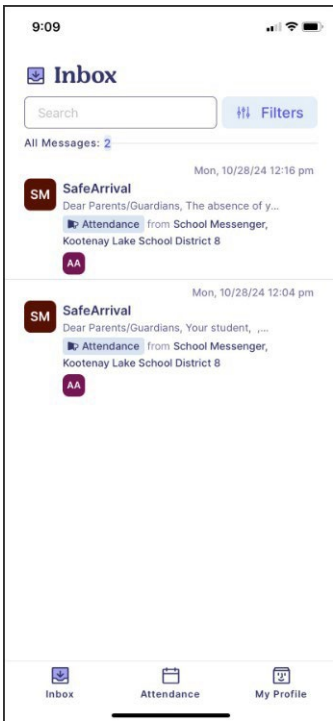
Attendance

If your email address is associated with at least one child in a school that is actively using SafeArrival their name will display under My Profile>Contacts



Note: If you do not see the **ATTENDANCE** icon at the bottom of your screen or your student(s) in contacts, please check with the school to make sure you are using the email address that they have on record for you.

If your child is marked absent from school you will receive a message to your Inbox. When you first log in you will automatically be brought to the **Inbox** but you can return to it at any time by tapping the **Inbox** option at the bottom of the app.



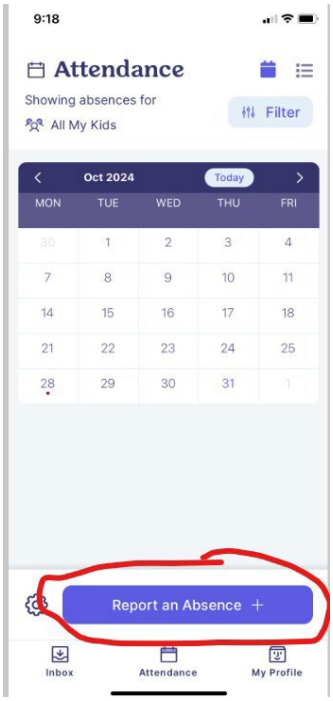
Report An Absence

If you are aware of this student's absence, you can either call the school directly or use the "Report an Absence" function to mark your child absent. You can also use this function to report an absence in advance.

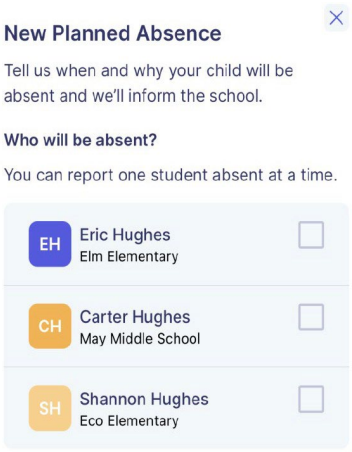
To do this, tap on the "Attendance" Icon at the Bottom of your screen



Select "Report an Absence"

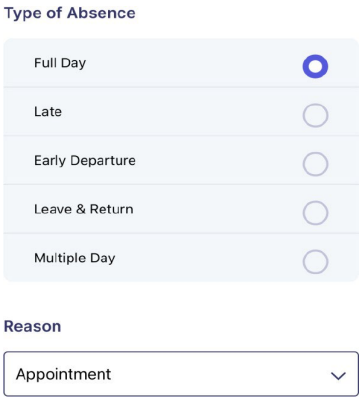


From the **Who Will be Absent?** section choose the name of the student who will be absent.

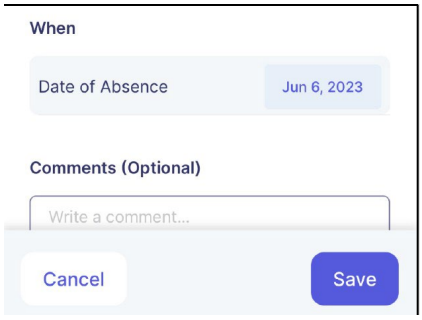


Use the **Type of Absence** dropdown to choose if the student will be absent for a **Full Day**, **Late**, **Early Departure**, **Leave & Return** or **Multiple Day**.

Choose the **Reason** that best fits the absence.



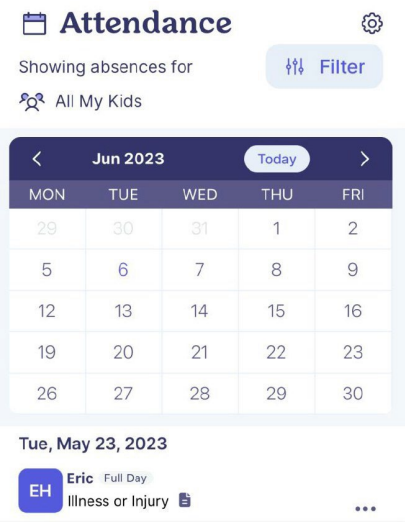
Use the date picker to set the **Date of Absence**. If you wish you can also add a **Comment.**



Tap **Save** to submit your absence.

Viewing Absences

By default, you will have a calendar view that displays all the absences that have been added for your student(s).

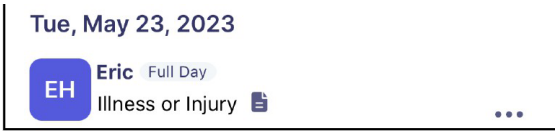


If you wish to only see absences for a particular student, tap **Filter** and tap on the student's name.

To go back to seeing the absences for all your students tap All.

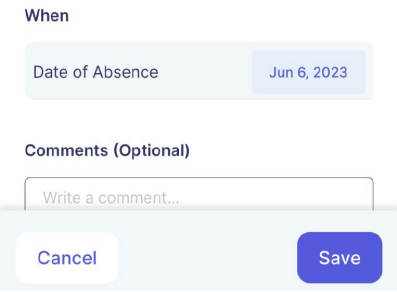
Editing an Absence

If you wish to change or cancel an absence, tap the 3 dots to the right of the absence you wish to change.



Tap **Edit** to change an absence or tap **Delete** to remove an absence.

Make whatever changes you wish to make to the absence.



Tap **Save**.

***Note**: You can only edit upcoming absences. If the absence is in the past you cannot edit it through the Home app. You will need to contact your school district directly.*

If you need further help installing or setting up the School Messenger app, please contact your child's school.