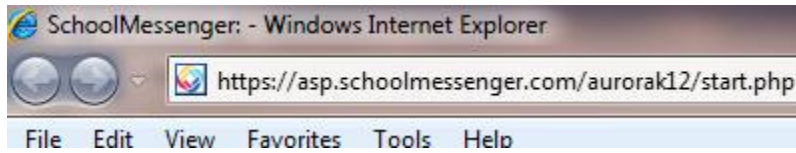


Changing your Account Settings

Step 1

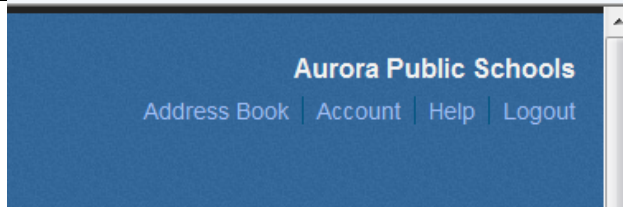


Log in to School Messenger at:
<https://asp.schoolmessenger.com/aurorak12>

Bookmark this page before continuing.

Note: If you are unable to log in, please contact the Service Desk at x28203 or helpdesk@aps.k12.co.us.

Step 2



Click the Account link.

Step 3

Your toll free number is: (855) 326-1794

User Information

ACCOUNT INFORMATION

First Name

Last Name

Username

Password Password Strength:

Confirm Password

Phone User ID

Phone PIN Code

Confirm PIN

Account Email

Auto Report Emails

Phone

BROADCAST DEFAULTS

Default Start Time

Default End Time

Call Attempts

Days to Run

Ensure that all of the information in the *Account Information* section is completed.

Your username is your Active Directory username.

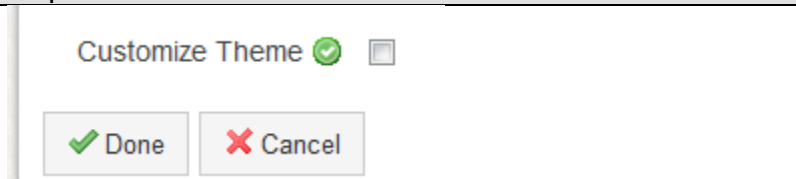
Passwords are case sensitive, must be a minimum of 5 characters long, and must contain at least 2 different types of characters (letter, numbers, or symbols).

You will also need to create a Phone User ID and Phone PIN Code for your account in order for the system to authenticate you over the phone.

The Phone user ID must be at least 4 digits (numeric only). The Phone PIN code must also be at least 4 digits (numeric only) and cannot be sequential (1234), contain all the same number (1111), or match the Phone User ID.

Set your Broadcast Defaults to times you will most likely be sending messages.

Step 4



When you have filled in all the information, click the Done button.