

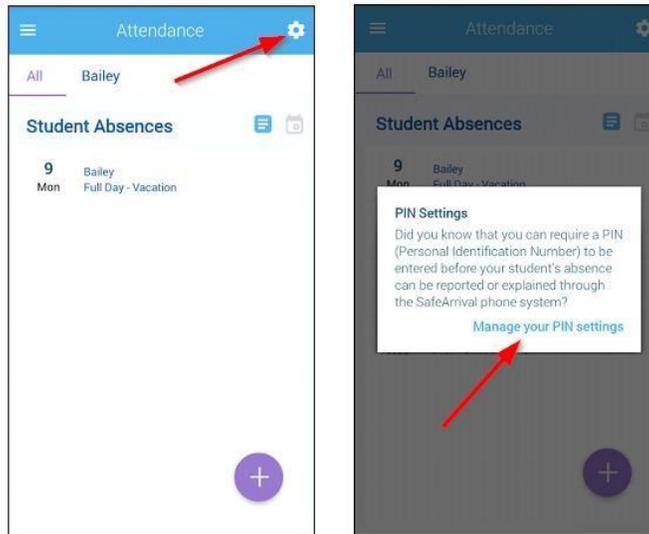


## SchoolMessenger – Parent Account PIN Option

Parents/Guardians can require that a Personal Identification Number (PIN) be entered before absences can be reported or explained for their student(s) using the SafeArrival phone system. The PIN will not be required when reporting using the app or the website as these access options are protected by passwords created by parents. PIN settings can be updated by parents from the SchoolMessenger app **OR** on the website.

### PIN Settings in SchoolMessenger App:

Click the **'gear icon'** in the upper right hand corner of the Attendance page. A brief description of PIN settings is shown. Click **Manage PIN Settings** to continue.

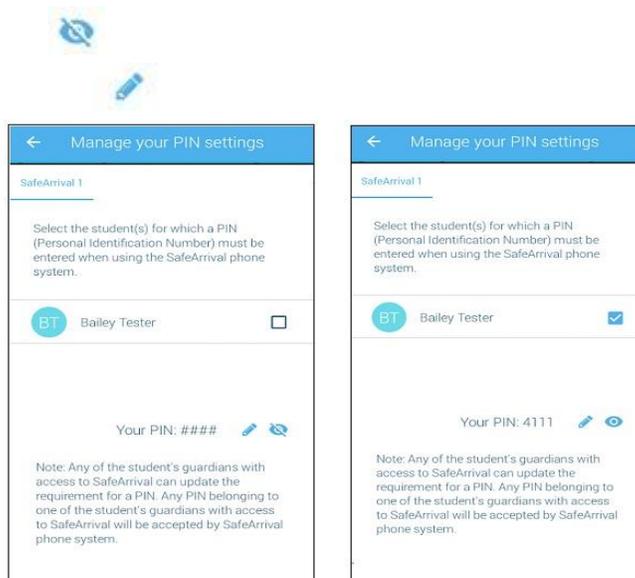


On the Manage PIN Settings screen, parents/guardians can choose the district in which the student is enrolled (if the parent has students enrolled in more than one district). The parent/guardian will see a list of their students and will be able to tap the checkbox to request that a PIN be required for when reporting and explaining absences for this student by phone. A 4-digit PIN can then be entered. Changes made on this screen will be saved automatically. Tap the

**'eye'** icon to see the PIN

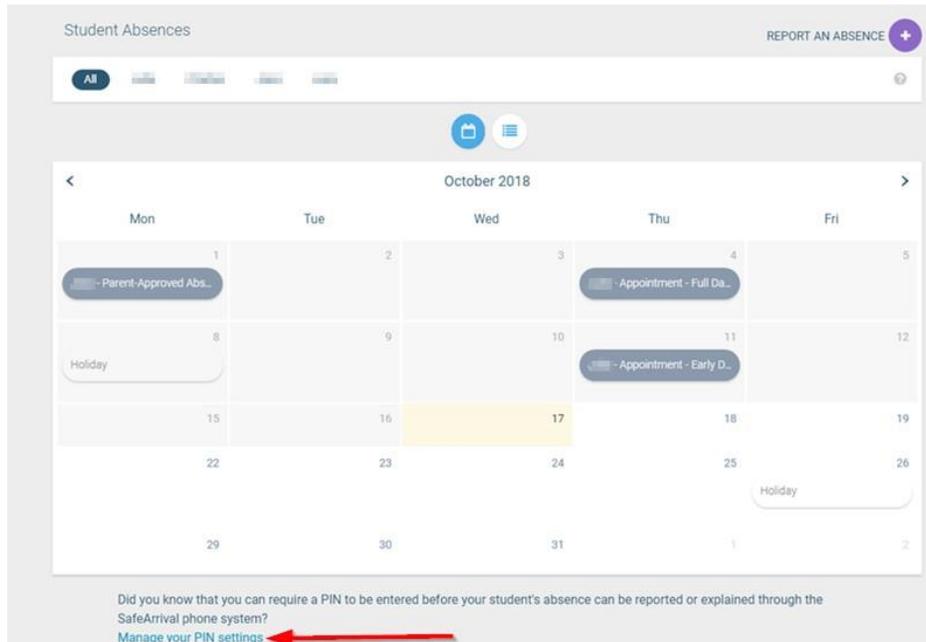
Tap the **'edit'** icon to

modify the PIN



## **PIN Settings on SchoolMessenger website:**

Click the Manage PIN Settings link at the bottom of the Attendance Page



On the SafeArrival PIN Settings screen, parents/guardians can choose the district in which the student is enrolled (if the parent has students enrolled in more than one district). The parent/guardian will see a list of their students and will be able to tap the checkbox to request that a PIN be required for when reporting and explaining absences for this student by phone. A 4-digit PIN can then be entered.

Click the 'eye' icon to see the PIN

Click the PIN to modify it

Click **Save** to confirm changes

SafeArrival PIN Settings

Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.

J Julia Williams

C Charlotte Brown

J John Green

J Jack White

Your 4-Digit PIN

Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.

Cancel Save