

INFOCENTER – portal to School Messenger (formerly Contact Manager)

The Fair Lawn School District utilizes an Emergency Broadcast system called **SCHOOL MESSENGER** to communicate with Staff and Parents/Guardians via phone, email and text. Messages include SnowDay/No School or Delayed Opening type “Emergency” calls and “General Calls” which are usually informational calls about school events.

By default, Emergency Calls will be sent to ALL phone and email contacts listed for you or your student. General calls will only be sent to the home number, unless you indicate otherwise.

INFOCENTER* is the portal to School Messenger which allows Staff and Parents/Guardians to edit their preferred contact for each type of message. All Staff and Parents are encouraged to set up an INFOCENTER account.

Sign Up:

1. Go to: <https://infocenter.schoolmessenger.com>
2. Click SIGN UP
3. Enter the EMAIL ADDRESS you have on file with your child’s school (or your Fair Lawn school account if you are Fair Lawn staff).
4. You will receive an email from School Messenger with a link to access/setup your new account.

If you already have an account:

1. Log into <https://infocenter.schoolmessenger.com> (can use email/password from Contact Manager acct)
2. Click PREFERENCES in the upper right corner
3. Click an icon in each of the Message Type boxes and indicate which phone/cell/email contact you want to be used for that type of message.

MESSAGE TYPES:

School Hours Emergency: Emergency Calls DURING the School Day

Attendance: Not yet utilized

General: Informational calls

Survey: Not yet utilized

Non-School Hours Emergency: Snow Day/Delayed Opening type calls made BEFORE or AFTER school hours

Student Broadcast: ONLY FOR HS Student Cell Phone contacts

***INFOCENTER was previously called CONTACT MANAGER. If you have a Contact Manager Account, NO ACTION on your part is required at this time. Preferences you set in Contact Manager have been migrated to InfoCenter.**