Smithtown Central School District

Department of Information and Technology Services

Help Document: Automated Messaging - Text Messaging Opting In/Out

Target Users: Parents/Guardians and SCSD Employees

Please note, to opt in to text messaging, your mobile phone number must already be on file in the Parent Portal. If you have not done so, please log on to the Parent Portal and add your mobile phone number in the Automated Calls section. Instructions to add phone numbers and to select phone numbers to receive text messages are available on the page. SCSD Employees do not need to enter information into the Parent Portal. Changes to phone numbers and text message numbers will occur at 8:30am the following day. The process below can be used even if you have previously opted out.

Opting In to automated messaging SMS text messages

1. Go to the text messaging app on your phone
2. Create a new message
3. In the area next to **To:** type **67587**
4. Type a **Y** in the message box and hit send. This is not case sensitive.
5. You will receive an automated message back that you have subscribed for SchoolMessenger notifications.

Opting Out of automated messaging SMS text messages

1. Go to the text messaging app on your phone
2. Create a new message
3. In the area next to **To:** type **67587**
4. Type **Stop** in the message box and hit send. This is not case sensitive.
5. You will receive an automated message back that you have unsubscribed from SchoolMessenger notifications.