Sign-Up

1. Access the SafeArrival Attendance Program by doing one of the following:

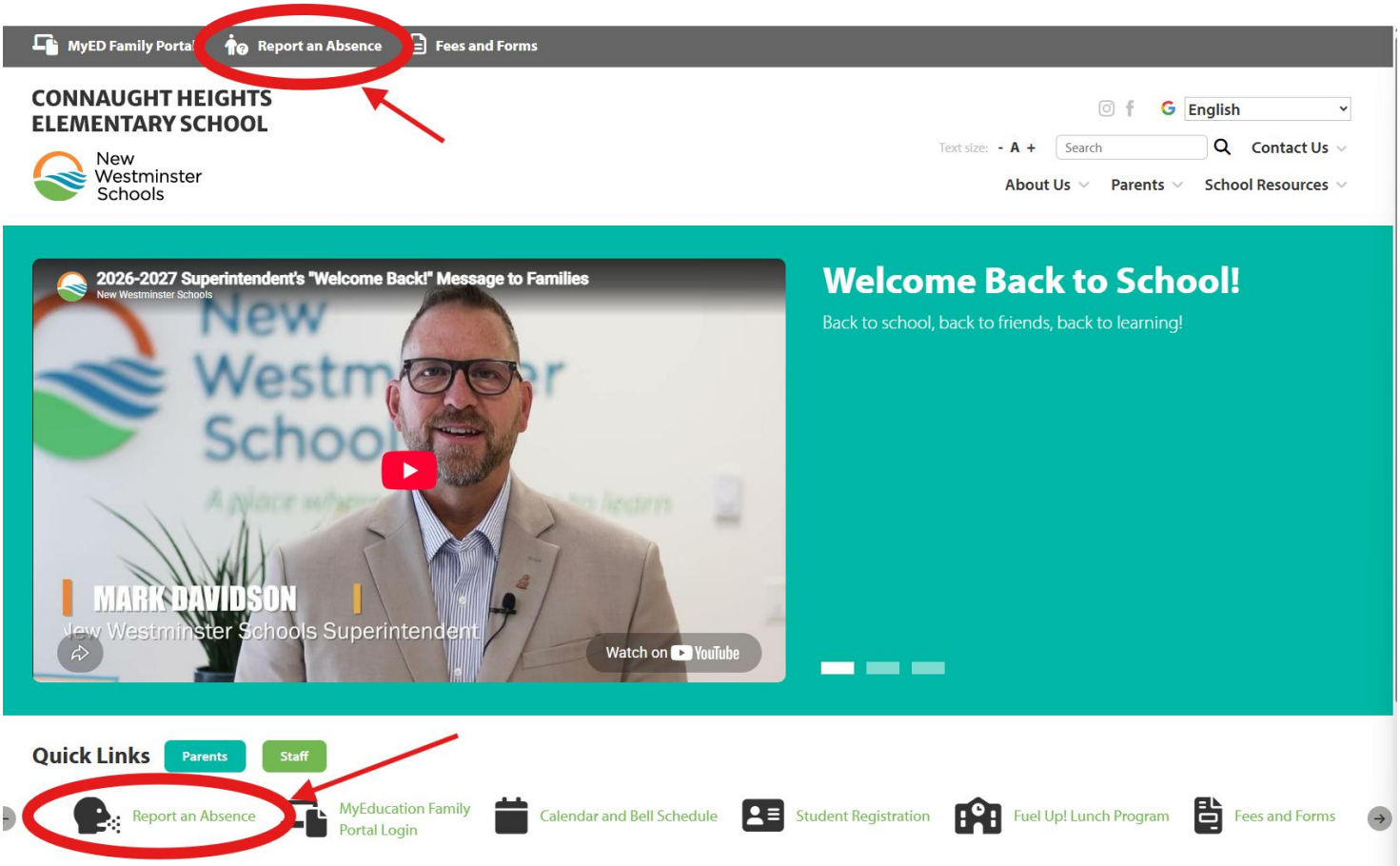
   a. Using your mobile device, download and install the **SM Home** app from the Apple App Store or the Google Play Store.

   b. Entering the following URL into your web browswer: home.schoolmessenger.ca

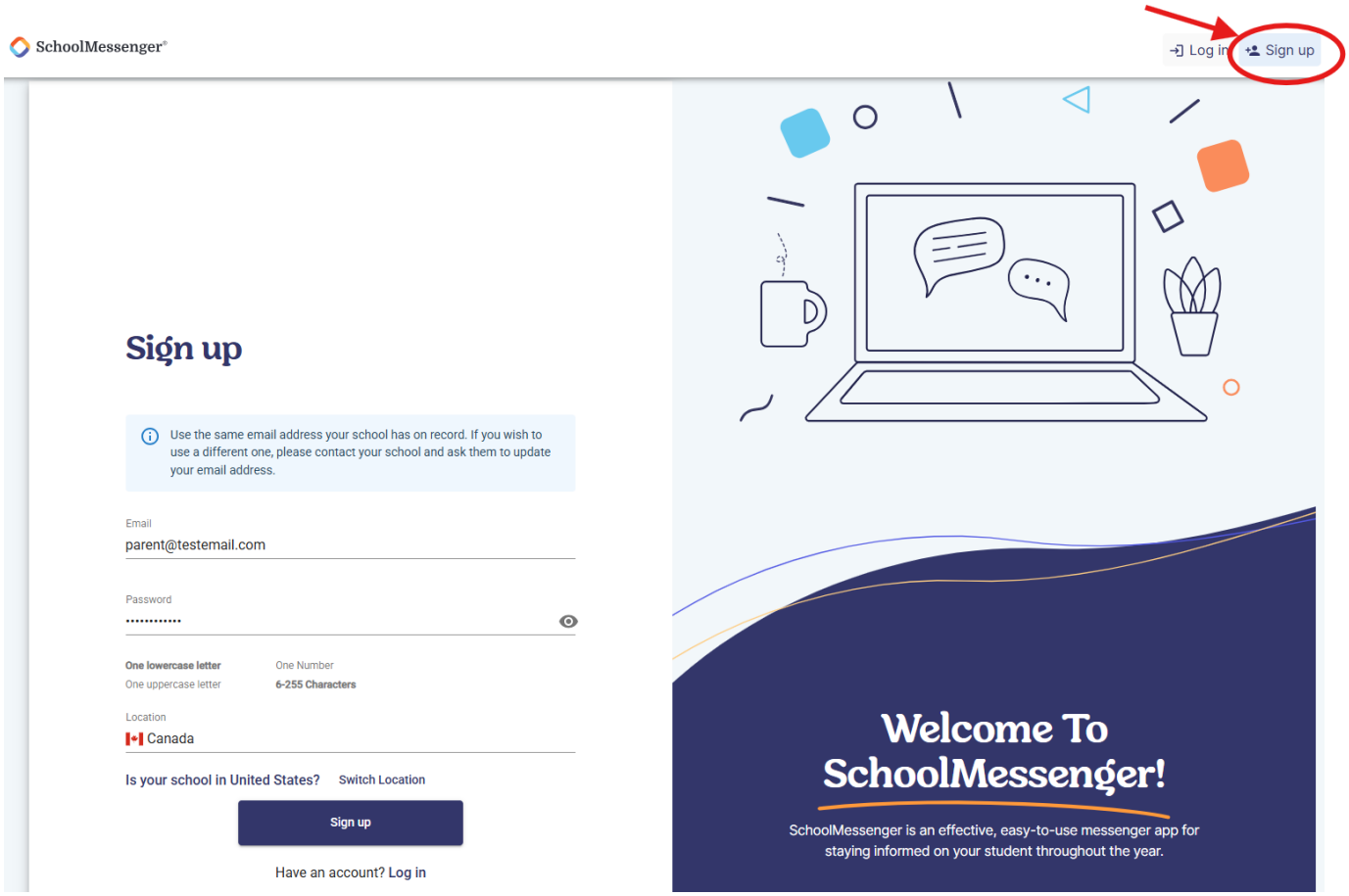
   c. Using your phone to call the school office and choosing **Option 1** to report an absence. This will connect you to the SafeArrival automated phone system. Follow the prompts to report your student's absence, late arrival or early departure.

   IMPORTANT: please ensure that you are calling from a phone number that matches the contact telephone number we have on file for you in MyEducation BC.

   d. Clicking onto either one of the "Report an Absence" icons on your School's website as shown on the screenshot below.



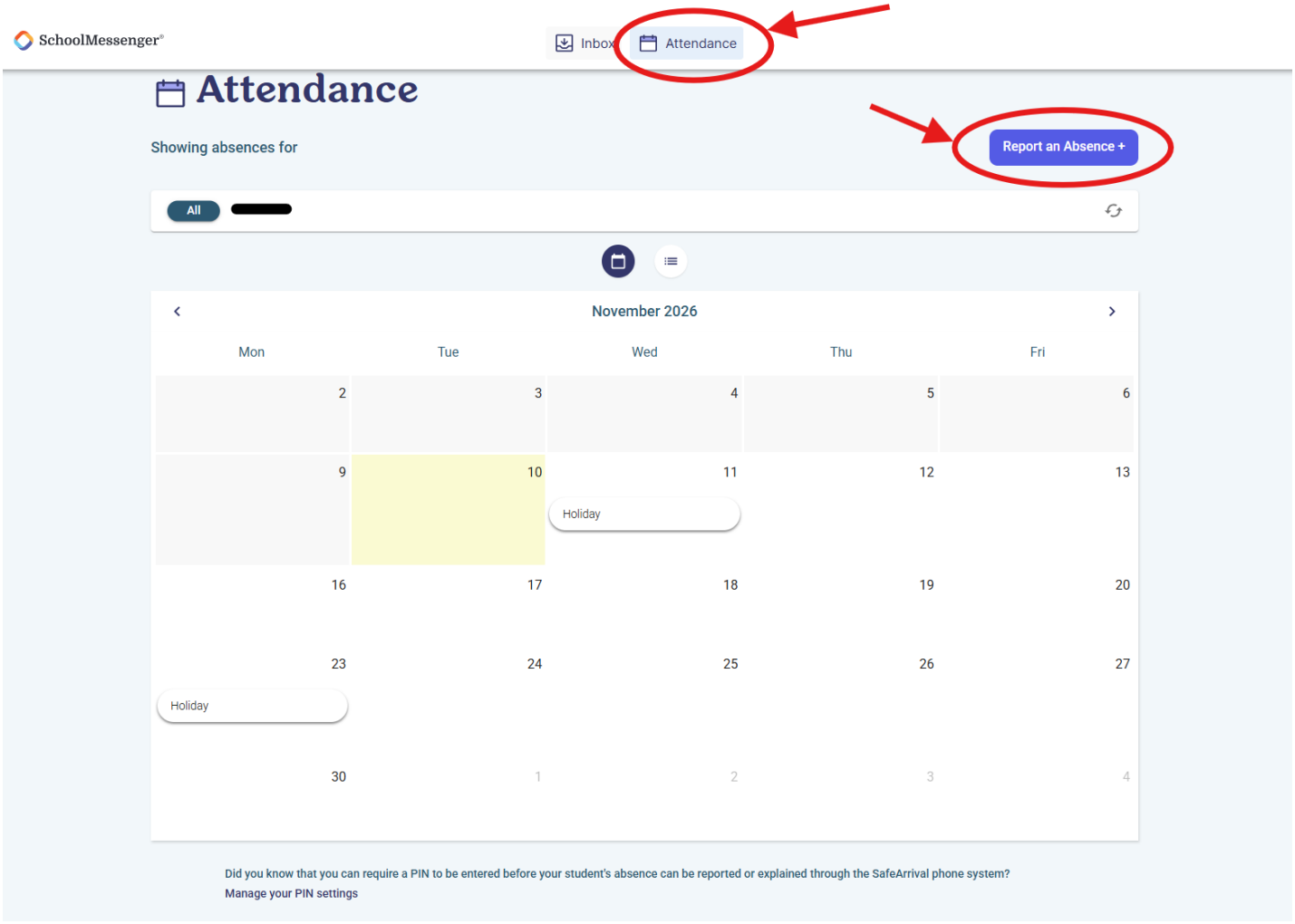
2. The first time you use the website or SM App, select "Sign-Up" to create your account. **IMPORTANT: ensure that the email address you use to sign-up matches the contact information email address we have on file for you in MyEducation BC.**



Choose a password that is between 6 – 255 characters and includes one uppercase letter, one lowercase letter and one number.

Subsequent Log Ins and Adding an Attendance Entry through the Website or SM Home App

1. Log into the SafeArrivals program through the SM Home app, by going to home.schoolmessenger.ca or by clicking one of the "Report an Absence" icons on your school's website as shown above.
2. When you first log in, you will be taken to your Inbox. Your inbox will include confirmations of any attendance entries you entered through SafeArrival and messages sent to you through SchoolMessenger (from either the District or school).
3. To enter an absence, late or early dismissal for your child:
    a. Click the "Attendance" icon at the top of the page. The current month's calendar will now display.
    b. Click the "Report an Absence" button on the top right.



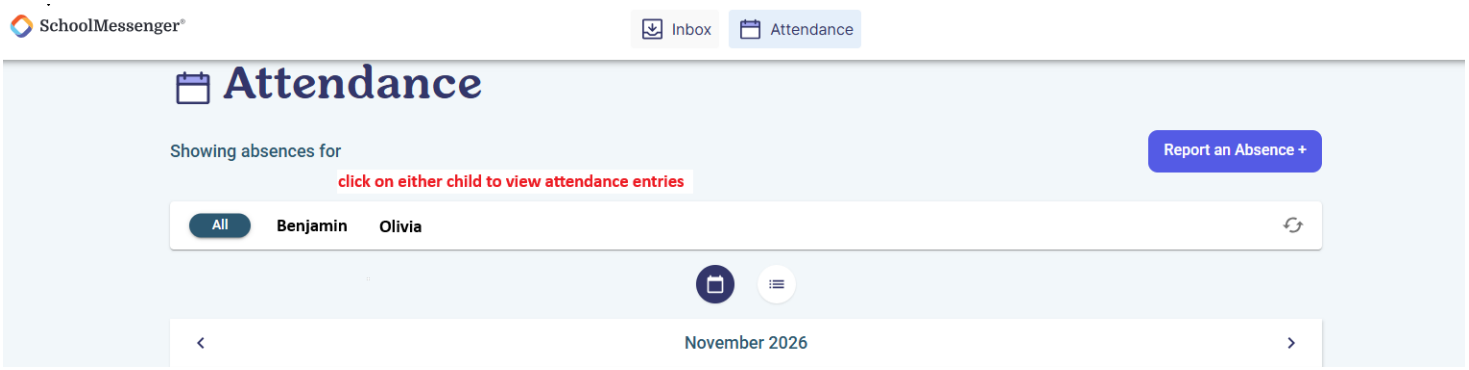
c. The absence reporting pop-up will appear.

- Click the "Who will be absent? pull down menu to select your child(ren).
- Enter the type of absence, late or early dismissal and reason by using the respective pull down menus. **Please note, extended absences up to a maximum of five days may be entered through the SafeArrival program. All absences which are longer than five days must be reported to the school office directly.**
- Finish entering all information requested depending on the type of absence and reason chosen.
- When all information has been entered regarding the absence, late arrival or early departure, hit the "Send" button.

NOTE: same day attendance entries can be entered through SafeArrival up until 11:00 a.m. After 11:00 a.m., same day absences must be reported to the school office directly.

Changing or Deleting an Attendance Entry

1. After you have entered an attendance entry, it will now show on the calendar on the "Attendance" screen. If you have more than one child, the names will be listed on the banner over the calender. Click on the appropriate child to view attendance entries entered for that child.

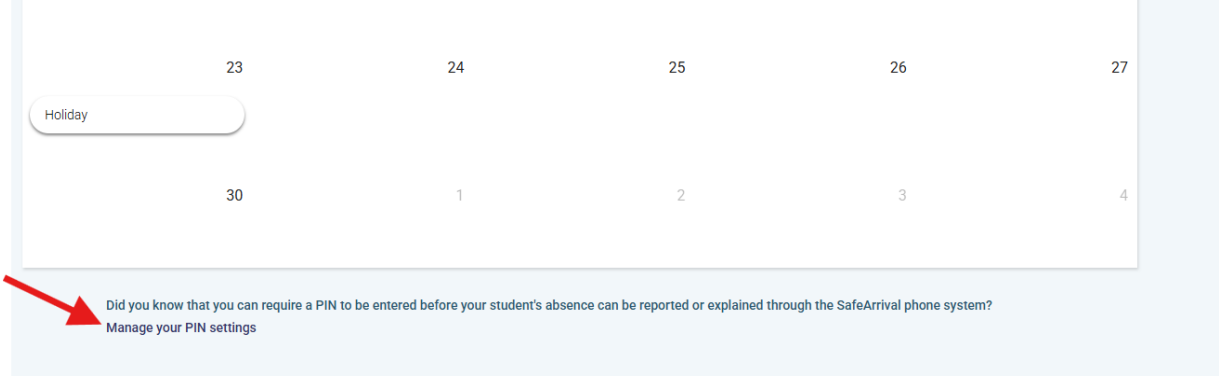


2. To change or delete an attendance entry:
    a. Click onto the attendance entry shown on the date it was entered for on the calendar.
    b. Click either the "Delete" or "Edit" button.
    c. If editing the entry, fill in the information as necessary and hit "Save".
    d. If deleting the entry, click "Delete" and then "Delete" again.

Adding a PIN

SafeArrival allows you to set it up to require a PIN to be entered before your student's absence can be reported or explained through the SafeArrival phone system. This is a security feature that will stop someone from reporting an absence using your phone unless they know the PIN. In order to set up a PIN:

1. Click the "Manage your PIN settings on the bottom of the Attendance screen under the calendar.



2. On the Safe Arrival PIN Settings pop-up, choose the appropriate student, enter a four-digit PIN and click "Save".