

Send Emergency Voice Messages to Contacts that are not Staff or Guardians

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This article applies to districts that use Campus Messenger with Voice. Please see the [Messenger with Voice - Setup and Details](#) article for more information.

The following information provides the procedures you must complete to send Emergency Voice Messages to contacts that are not staff or guardians. For example, you could use these steps to contact a school board member.

#	Step	Action
1	Submit a Support Ticket to Campus	<p>Submit a support ticket to Infinite Campus and request setup of a non-reported school to use with messenger. The new school will be assigned a school number of ME and the school name Messenger.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Do NOT proceed to step 2 until you get confirmation from Infinite Campus that the school is set up and ready to be assigned.</p> </div>
2	Create a New Contact via the Add Person Tool	<p>Use the Census >Add Person wizard to search for and create the new contact. If the person is already in Campus, do NOT create a new contact.</p> <ul style="list-style-type: none"> • To keep it simple, only enter the first name, last name, and gender then click Save. • In the comments section, you could identify this person as a messenger only contact, school board member, etc. • Be sure to add a phone number under the Communications area and select the checkbox in the Emergency column next to that number.
3	Create a New Employment Record for the Contact	<p>On the District Employment tab, click New to create an Employment record. Enter a Start Date and click Save.</p> <div style="background-color: #e2efda; padding: 10px; border: 1px solid #ccc;"> <p>You must click Cancel on the warning about a Staff ID.</p> </div>
4	Create an Assignment Record for the Contact	<p>On the District Assignment tab click New to create an Assignment record. Enter a Start Date, select the non-reported school called Messenger, and click Save.</p> <p>You must click Cancel on the warning about a Staff ID.</p>

#	Step	Action
5	Include the Contact in Emergency Notifications	To include the contact(s) in Emergency Messages, select the Messenger school when you create the district's Emergency Messenger template.
