

# User Account Messenger Scheduler

Last Modified on 10/22/2022 10:10 am CDT

**Classic View:** System Administration > User Security > Batch and Import Wizards > User Account Messenger Scheduler

**Search Terms:** User Account Messenger Scheduler

The User Account Messenger Scheduler allows you to establish recurring user account messages which can be sent daily, weekly, or monthly to users who meet message template criteria.

This tool is especially useful in establishing recurring account activation emails for user accounts automatically created via Student and Staff Account Automation functionality within the [Account Security Preferences](#) tool and user accounts created en masse via the [User Account Batch Wizard](#).

This article includes the following topics:

- [Tool Rights](#)
- [Prerequisites](#)
- [Scheduling a Recurring User Account Message](#)
- [Review Sent Messages and Recipients](#)

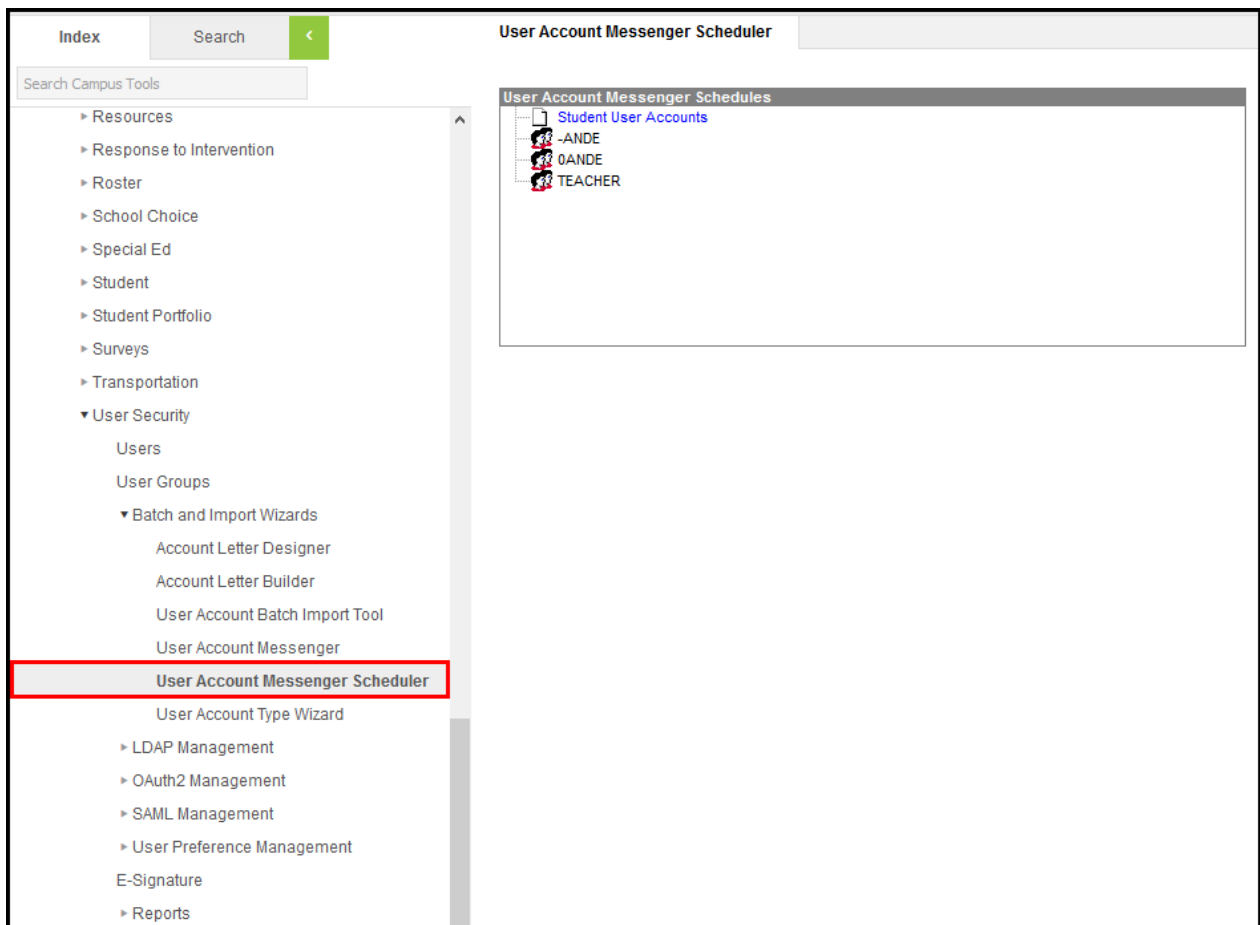


Image 1: User Account Messenger Scheduler

# Tool Rights

Only users assigned a [Product Security Role](#) of **Student Information System (SIS)** are allowed to use this tool.

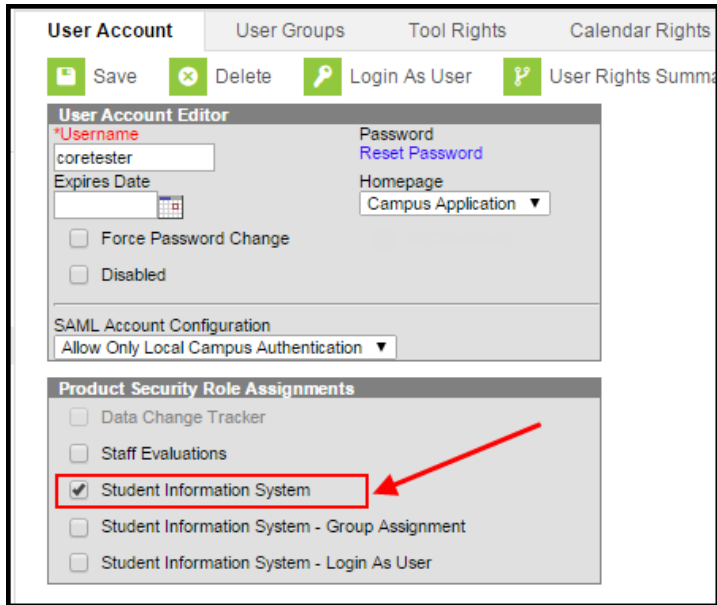


Image 2: Student Information System (SIS) Product Security Role

## Prerequisites

Before you can use this tool to schedule user account messages, user account message templates must first be created and saved within the [User Account Messenger](#) tool. To do this, complete the following steps.

1. Navigate to the [User Account Messenger](#) tool.
2. Create a user account message.
3. Click **Save** in the upper right-hand corner of the screen.
4. Give the template a **User/Group** and **Template** name.
5. Click **OK**.

**Result:** The template is now available for use within the User Account Messenger Scheduler tool.

Please see the [Building and Sending an Account Message](#) section for more information about how to build a message and [this section](#) for detailed information on how to build a message template for users with newly created user accounts.

# Scheduling a Recurring User Account Message

Once user account messenger templates have been created within the User Account Messenger tool, these templates can be used to schedule a one-time or recurring message. This is especially useful for scheduling recurring user account activation emails for any and all user accounts automatically generated via Student and Staff Account Automation functionality within the [Account Security Preferences](#) tool and user accounts created en masse via the [User Account Batch Wizard](#).

The unique URL generated within this recurring message will automatically expire 5 days after the message is delivered.

## To Schedule a Recurring User Account Message:

1. Click a user account messenger template from the User Account Messenger Schedules window. Three editors pertaining to the template will appear below.

**User Account Messenger Scheduler**

Save

**User Account Messenger Schedules**

- Student User Accounts
- ANDE
- 0ANDE
- TEACHER

**Scheduled Message Builder For Student User Accounts**

\*Schedule Name: Newly Created User Accounts

\*Calendar: 2013 - ACPO - SIXTH

\*Start Date/Time: 09/17/2019 10:00 AM

\*Reply To Email: admin@me.com

Send confirmation email:

**Message Builder Filter Criteria Detail**

Deliver to:

Individual Search

- Student
- Staff Member
- Parent/Guardian
- Force Change Password

Expiration Date:

Student based Ad Hoc Filters

TEACHER: Copy of Students By First Name Sort

Census/Staff based Ad Hoc Filters (Portal Accounts)

Census/Staff based Ad Hoc Filters (Staff Accounts)

Guardians of Student based Ad Hoc Filters

**Account Activation URL Expiration Date:** 5 days after message delivery

**Message Delivery Detail**

Send Emails at: 01:52 PM

2. Enter the **Schedule Name**. This describes the scheduled message.
3. Select which **Calendar** will be used to identify which users will receive the message (filtered by values selected in the template).
4. Enter the **Start Date** and **Start Time** of the message. This is the first date and time the message will be sent.
5. Select the **Recurring Frequency** - 1 time only, Daily, Weekly, or Monthly. The message will be scheduled to send in this frequency using the Start Date set in the previous step as guidance for the start of the frequency.
6. Enter the **Reply to Email**. This is the email address users who receive the email will see if they attempt to reply to the message.
7. If you would like confirmation the message was sent successfully, mark the **Send confirmation email** checkbox.
8. Review all of the message template data in the Message Builder Filter Criteria Detail and

Message Delivery Detail. If everything looks good, click **Save**. The newly scheduled message will appear below the message template.

**User Account Messenger Scheduler**

Save Delete Add Scheduled Message Builder

**User Account Messenger Schedules**

- Student User Accounts
  - Newly Created User Accounts -- Daily
  - ANDE
  - 0ANDE
  - TEACHER

**Scheduled Message Builder For Student User Accounts**

\*Schedule Name: Newly Created User Accounts Disabled

\*Calendar: 2013 - ACPO - SIXTH Sender: System Administrator

\*Start Date/Time: 09/17/2019 10:00 AM Recurring Frequency: Daily

\*Reply To Email: admin@me.com

Send confirmation email

**Message Builder Filter Criteria Detail**

Deliver to:

- Individual Search
  - Student
  - Staff Member
  - Parent/Guardian
  - Force Change Password
  - Expiration Date:
- Student based Ad Hoc Filters: TEACHER:Copy of Students By First Name Sort
- Census/Staff based Ad Hoc Filters (Portal Accounts)
- Census/Staff based Ad Hoc Filters (Staff Accounts)
- Guardians of Student based Ad Hoc Filters

**Account Activation URL Expiration Date:** 5 days after message delivery

**Message Delivery Detail**

Send Emails at: 01:52 PM

## Review Sent Messages and Recipients

If you would like to review which messages have been sent as well the recipients of these messages, please see the [Sent Message Log](#) and [Recipient Log](#) tools.

Sent Message Log  
(System Administration > Messenger > Sent Message Log)

Index Search

Search Campus Tools  
Learning Management System

- Lockets
- WebSight
- Messenger
  - Messenger Preferences
  - Contact Preferences Batch
  - Missing Assignment Scheduler
  - Falling Assignment Scheduler
  - Sent Message Log**
  - Recipient Log
  - Reports
  - Payments

Created Between 09/17/2019 and 09/17/2019 Find Messages

Status	Message Type	Delivery Status	Message Subject	Sender	Date Created	Date Scheduled	ScheduleID
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Recipient Log  
(System Administration > Messenger > Recipient Log)

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  - Recipient Log**
  - Reports
  - Payments

Scheduled Between 09/17/2019 and 09/17/2019 Find Messages

Message Type	Subject	Recipient	Student	Center	Date Scheduled
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