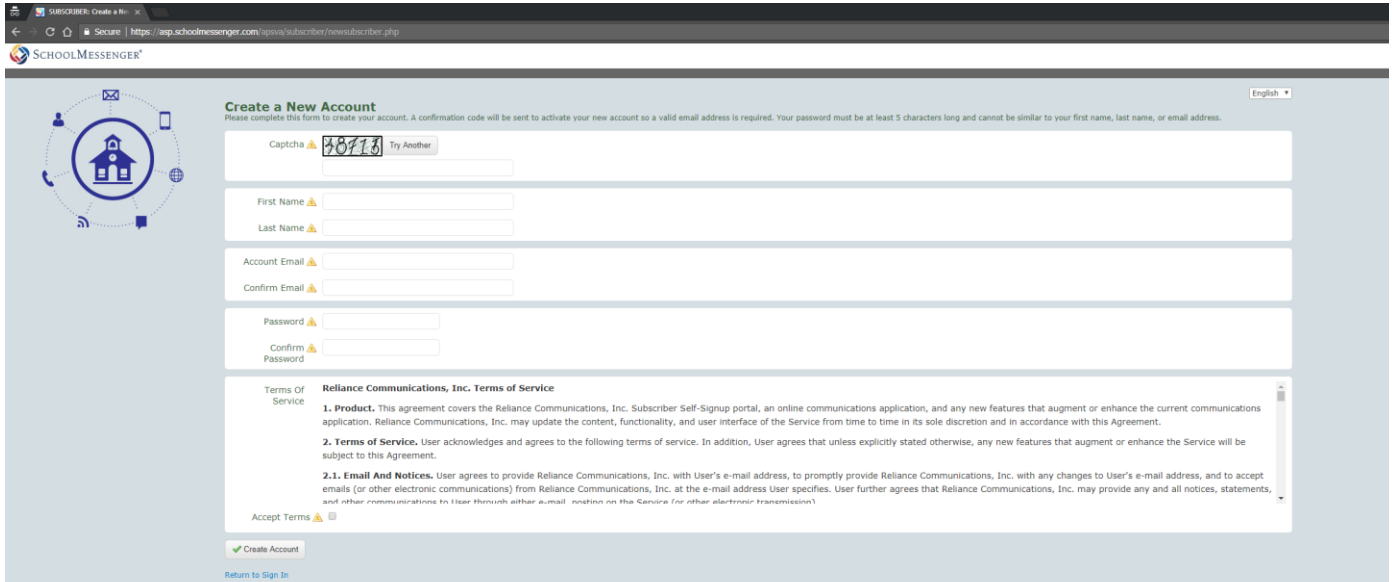


## APS School Talk

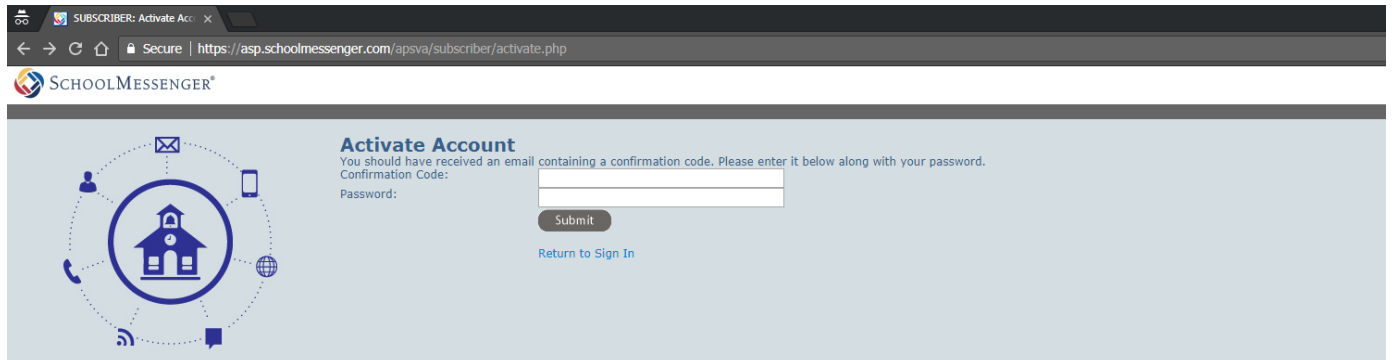
### Creating a Community Member Account

1. In any browser, go to <https://asp.schoolmessenger.com/apsva/subscriber/newssubscriber.php>
2. You will see:



The screenshot shows a web browser window with the URL <https://asp.schoolmessenger.com/apsva/subscriber/newssubscriber.php>. The page title is "Create a New Account" and it includes a captcha field with the code "28713". Below the captcha are input fields for First Name, Last Name, Account Email, Confirm Email, Password, and Confirm Password. There is a checkbox for "Accept Terms" and a "Create Account" button. The Terms of Service section is visible, starting with "Reliance Communications, Inc. Terms of Service".

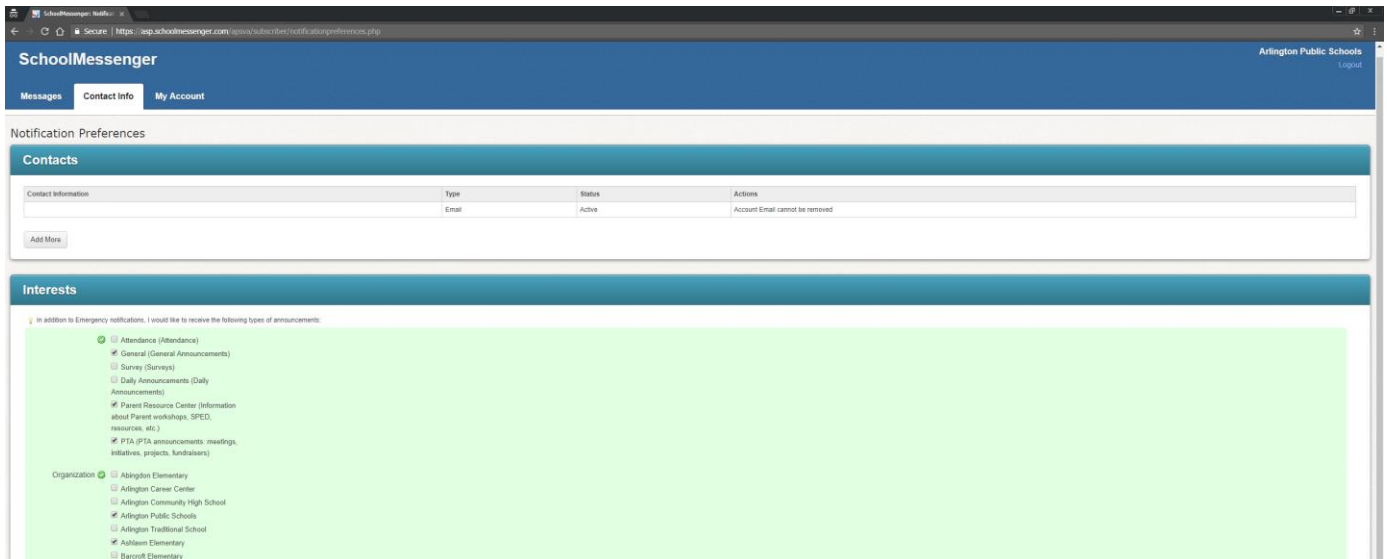
3. Be sure to fill in the "captcha" field at the top. Then fill in your name and email, and create a password. Check the box to accept the Terms of Service.
  - a. TIP: Each field will turn green when you've filled it in correctly.
4. Click "Create Account."
5. You will see:



The screenshot shows a web browser window with the URL <https://asp.schoolmessenger.com/apsva/subscriber/activate.php>. The page title is "Activate Account" and it includes a "Confirmation Code" field and a "Password" field. There is a "Submit" button and a "Return to Sign In" link.

6. Check your email account for the confirmation code, copy it from your email and paste it into the first field, and fill in the password you just set up.
7. Click Submit.

8. You will see:



9. Select the type of messages you want to receive, at the top, and check off which schools you want to stay in touch with, below.

**\*\*Be sure to check "Arlington Public Schools" as one of your selections, to receive district-wide messages.\*\***

10. Click the "Save" button at the bottom of the page.

At any time, you can change these preferences, update your email or password, or delete your account by using the tabs at the top of the page.

