

User Account Messenger Scheduler

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Tool Search: 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:

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

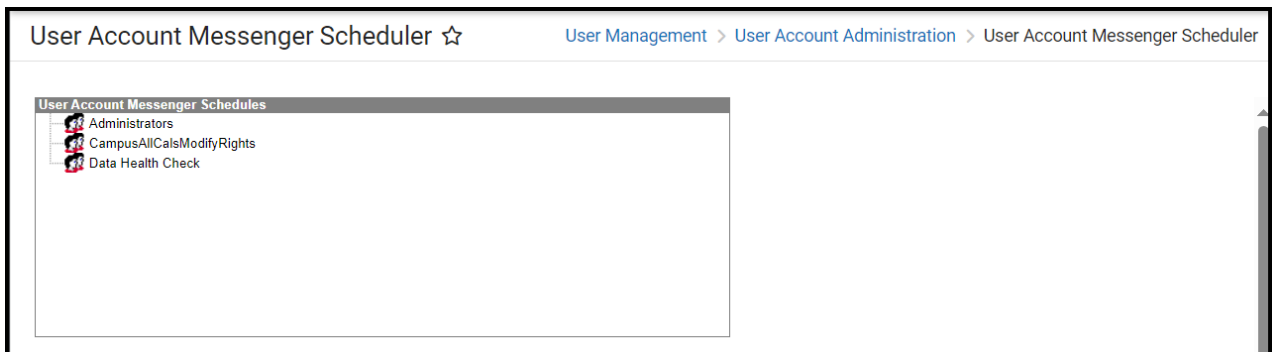


Image 1: User Account Messenger Scheduler

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

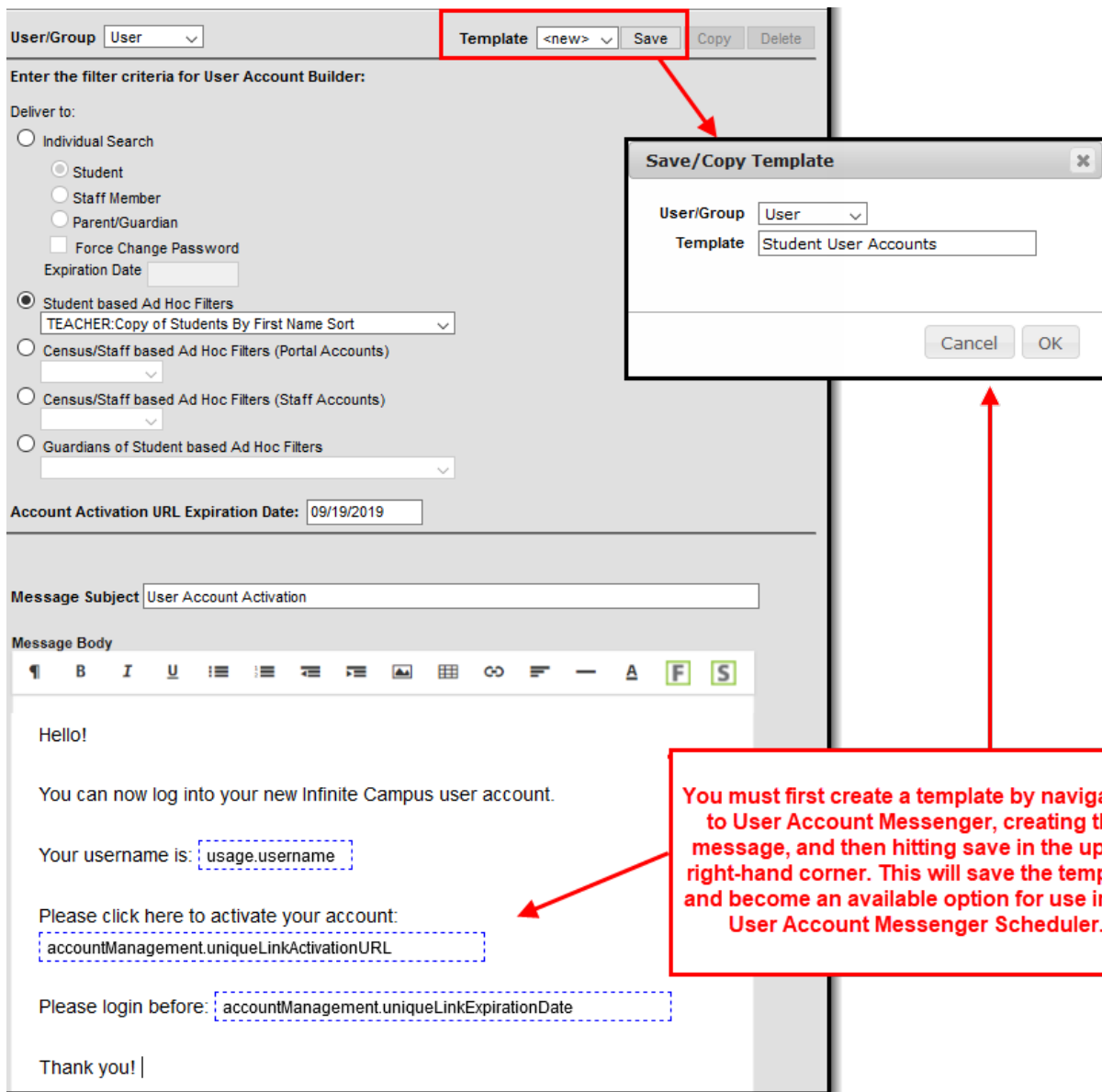
Prerequisites

Before using 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.

- Click **OK**. 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.



The screenshot shows the 'User Account Messenger Scheduler' interface. At the top, there is a 'Template' dropdown menu set to '<new>' and a 'Save' button. A red box highlights the 'Template' dropdown and the 'Save' button. A red arrow points from the 'Save' button to a 'Save/Save Template' dialog box. The dialog box has a 'User/Group' dropdown set to 'User' and a 'Template' text field containing 'Student User Accounts'. At the bottom of the dialog box are 'Cancel' and 'OK' buttons. A red arrow points from the 'OK' button to a red text box. The text box contains the following text: 'You must first create a template by navigating to User Account Messenger, creating the message, and then hitting save in the upper right-hand corner. This will save the template and become an available option for use in the User Account Messenger Scheduler.' Below the dialog box, the main interface shows the 'Message Subject' field set to 'User Account Activation'. The 'Message Body' field contains the following text: 'Hello!', 'You can now log into your new Infinite Campus user account.', 'Your username is: usage.username', 'Please click here to activate your account: accountManagement.uniqueLinkActivationURL', 'Please login before: accountManagement.uniqueLinkExpirationDate', and 'Thank you!'. A red arrow points from the red text box to the 'accountManagement.uniqueLinkActivationURL' text in the message body.

Scheduling a Recurring User Account Message

Once user account messenger templates have been created within the User Account Messenger Scheduler 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.

The screenshot shows the 'User Account Messenger Schedules' interface. In the left sidebar, 'Student User Accounts' is selected and highlighted with a red box. A red arrow points from this selection down to the 'Scheduled Message Builder For Student User Accounts' section. This section contains the following fields and options:

- *Schedule Name:** Newly Created User Accounts
- *Calendar:** 2013 - ACPO - SIXTH (dropdown menu)
- *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
 - ☐ Student based Ad Hoc Filters
 - TEACHER: Copy of Students By First Name Sort (dropdown menu)
 - ☐ Census/Staff based Ad Hoc Filters (Portal Accounts) (dropdown menu)
 - ☐ Census/Staff based Ad Hoc Filters (Staff Accounts) (dropdown menu)
 - ☐ Guardians of Student based Ad Hoc Filters (dropdown menu)
- 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 be sent 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 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.

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

***Calendar**
2013 - ACPO - SIXTH

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

***Reply To Email:**
admin@me.com

Send confirmation email
☒

Disabled
☐

Sender
System Administrator

Recurring Frequency
Daily

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 and their recipients, please see the [Sent Message Log](#) and [Recipient Log](#) tools.

Sent Message Log

Created Between: 01/06/2020 and 01/11/2020 [Find Messages](#)

Status	Message Type	District/School	Message Subject	Sender	Date Created	Date Scheduled	ScheduleID
Sent	Message Builder	High School	Late bus drop off	Administrator, System	01/23/2020 1:18 PM	01/23/2020 1:18 PM	23322059
Cancelled IP	Message Builder	High School	Student Attendance	Administrator, System	01/22/2020 4:14 PM	01/22/2020 4:16 PM	23317055
Sent	Message Builder	High School	Student Attendance	Administrator, System	01/22/2020 2:42 PM	01/22/2020 2:42 PM	23315181
Sent	Message Builder	High School	Student Attendance	Administrator, System	01/22/2020 1:26 PM	01/22/2020 1:26 PM	
Cancelled IP	Message Builder	High School	Behavior	Administrator, System	01/22/2020 1:07 PM	01/22/2020 1:07 PM	23315081
Sent	Message Builder	High School	Student Attendance	Administrator, System	01/22/2020 10:49 AM	01/22/2020 10:49 AM	23309633
Sent	Message Builder	High School	Behavior	Administrator, System	01/22/2020 10:35 AM	01/22/2020 10:36 AM	23309627
Sent	Message Builder	High School	Student Attendance	Administrator, System	01/22/2020 10:31 AM	01/22/2020 10:31 AM	23309481

Recipient Log

Communication > Messenger Administration > Recipient Log

Scheduled Between: 01/10/2020 and 01/10/2020 [Find Messages](#)

Message Type: Subject: Recipient: Student: Sender: Date Scheduled:

Message Builder Parent/Teacher Conferences 1st Week in March Campus, Mary 01/10/2020 10:39 AM

Recipient Delivery Summary

Status: Error

Sender: Administrator, System

Date/Time Created: 01/09/2020 10:39 AM

Date/Time Scheduled: 01/09/2020 10:39 AM

Selected Recipient Devices: Inbox, Email

Refresh Status

Advanced Report Options

Report Options:

☒ Report for each message recipient

Report Format: PDF

[Print Recipient Report](#)

Message/Recipient Filter Criteria Detail

Deliver To: Student Messenger Contacts
Message For Each Student: Students

Enrollment Filter: Message Only Active Students

Selected Filters: Administrator, System: Campus Parents

Filter Operation: Union

Calendar: 19-20 Harrison High

Limit delivery to contacts that speak: No Language Preference

Message Content

Message Type: Message Builder - General Notification

District/School: Harrison High

Reply To Email: icdemo@icdemo.org in Infinitecampus.org

Message Subject: Parent/Teacher Conferences 1st Week in March

Message Body:

Dear Parents,

The spring parent/teacher conferences will be held the first week in March. A schedule will be sent home with your students this week.