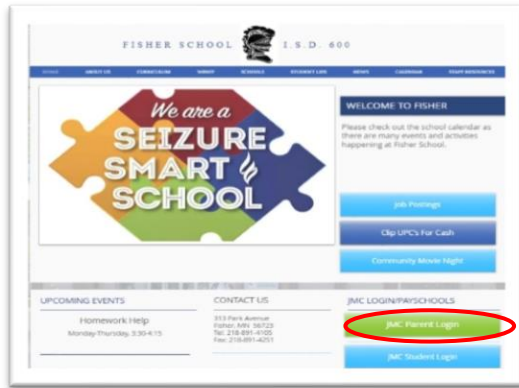


# Instructions for JMC Online Registration

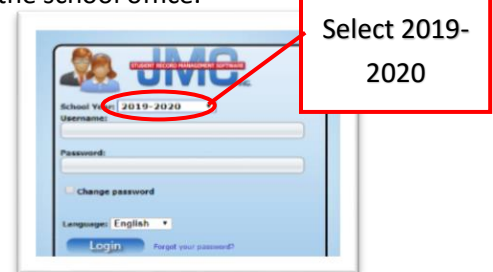
## Step 1:

Begin at the school website and click on the **JMC PARENT LOGIN**



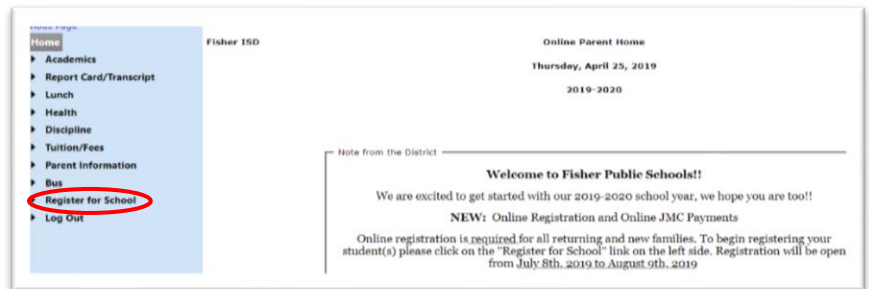
## Step 2:

On the JMC Parent Login page enter your username and password that you were provided. **SELECT** School Year: **2019-2020** from the drop down box. If you have problems logging in or have forgot your username and/or password contact the school office.



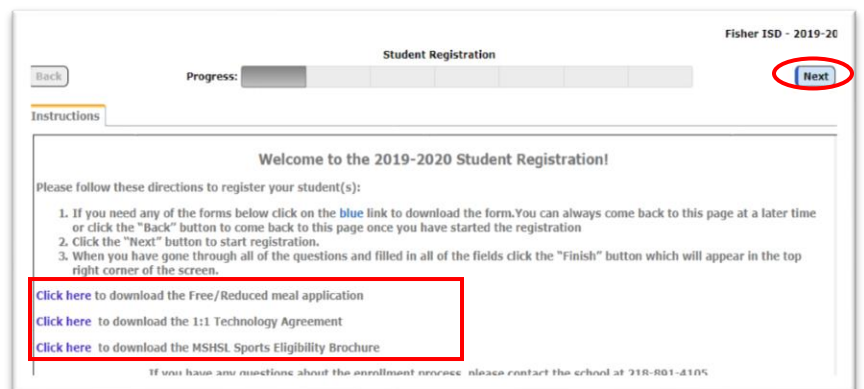
## Step 3:

When you login as a parent you will see a welcome message. **SELECT** 'Register for School'.



## Step 4: Welcome

The first page provides instructions and all the back to school information, policies and handbooks. After you have opened and read the documents you can click the **NEXT** button in the top right corner to continue with the registration.



## Step 5: Parent Contact

Please be sure that all information is up to date. Check to see that the correct phone numbers are selected to receive It also allows you to manage what phone numbers and emails are contacted by our JMC messenger system. If you would like to enter information for grandparents or other contacts this is the place to do that. Click **NEXT** to continue.

# Instructions for JMC Online Registration

## Step 6: Student Demographic

This is information that we already have in JMC. The intent is for you to review and confirm that the information is correct. If a field is greyed out, you are not allowed to make changes. If there are any changes that need to be made please contact the office. After reviewing the information, click **NEXT**.

The screenshot shows the 'Student Demographic' form with a progress bar at the top. Fields include: First Name, Middle, Last Name, Suffix, Gender (dropdown), Grade, Birth Date (mm/dd/yyyy), Student Cell Phone, License Plate Number, Combination, Birthplace, Birth Country, Last School Attended, and a list of checkboxes for ethnicity: Hispanic/Latino, American Indian/Alaskan Native, Asian, Black/African American, Hawaiian/Pacific Islander, and White. A 'Messaging service Cell Phone' section has checkboxes for SMS (Text Message), Emergency/Weather Related, Student/Lunch Related, and General School Information. 'Back' and 'Next' buttons are at the top.

## Step 7: Emergency Contact

If you have entered in an emergency contact on the parent contact page you will not need to re-enter it. Click **NEXT** to continue.

The screenshot shows the 'Emergency Contact' form with a progress bar. It includes a dropdown for 'Emergency Contacts' with an 'Add' button. Below are fields for Title, First, Last, and Address. 'Back' and 'Next' buttons are at the top.

## Step 8: Questions & Permissions

If you have multiple children in the district you **MUST** answer **ALL** these questions for each child as they contain health information. Be sure to scroll on the right side of the window as there are 45 questions to answer.

The screenshot shows the 'Questions & Permissions' form with a progress bar. Questions include: 'May we publish your students photo in our newsletters, website and Facebook page?', 'Is English the primary language spoken by your child?', 'If English is NOT your child's primary language, what is their primary language?', 'If you are requesting drop off, list the address.', and 'If you are requesting an alternate drop off, list the address:'. 'Back' and 'Next' buttons are at the top.

## Step 9: Add New Student

If you have a new student entering the district, **SELECT** '+ Add New Student' and complete the information. If this does not apply to you, click **NEXT**.

The screenshot shows the 'Add New Student' form with a progress bar. It has a '+ Add New Student' button and a table with columns: First Name, Middle Name, Last Name, Grade Level, Birth Date (mm/dd/yyyy), and Gender. Below the table is a '10 records to display.' label. 'Back' and 'Next' buttons are at the top.

## Step 10: Comments

Comments are not required but a chance for parents to share any special conditions or circumstances with the office. If you have no comments to add click **NEXT** to advance to another child or click the **FINISH** if it is your last child to register.

The screenshot shows the 'Comments' form with a progress bar. It includes a 'Optional Comment for the Office Staff: (Comments are limited to 300 characters)' text area. A 'Finish' button is circled in red at the top right. 'Back' and 'Next' buttons are at the top.

**Thank you for your cooperation with this new process. Should you have any questions, please do not hesitate to contact the district office at 218.891.4105.**