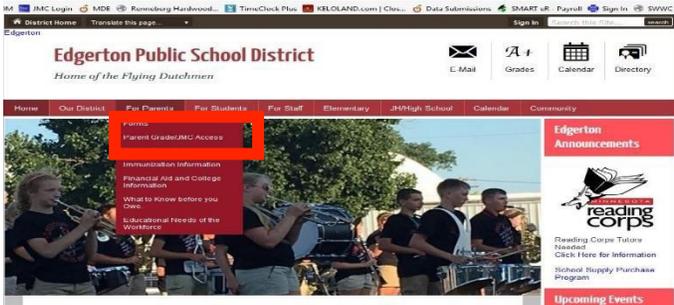


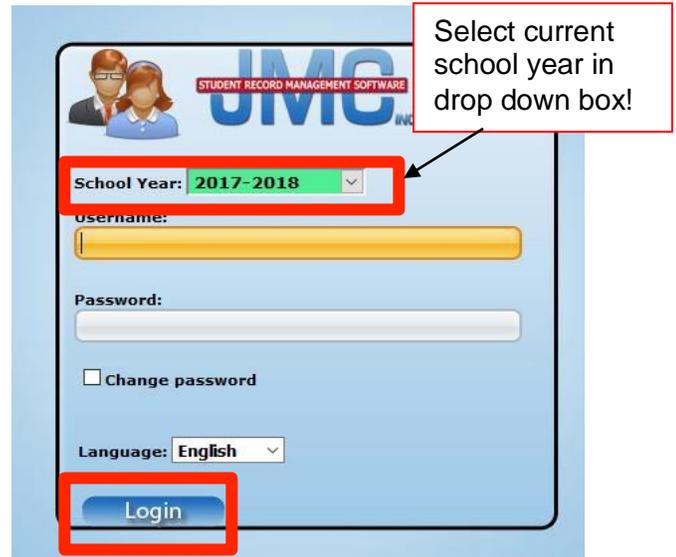
Instructions for JMC Online Registration

Step #1



Begin at the school website and click on the **PARENTS TAB**. Select **Parent Grade/JMC Access** to access the JMC Parent login page. Be certain that you are accessing the upcoming school year. Feel free to contact the office for your login information.

Step #2

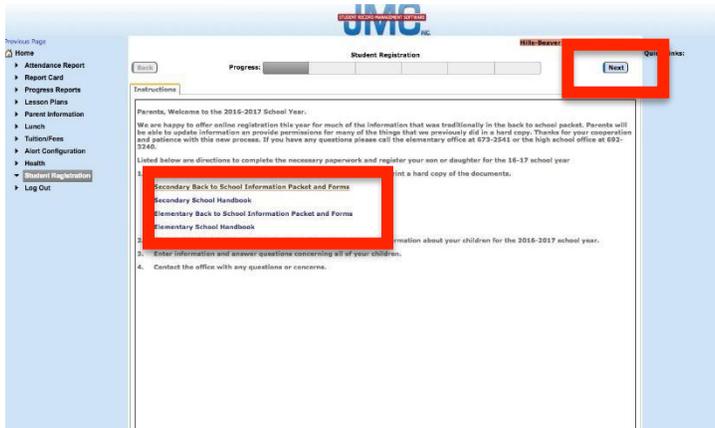


Step #3



When you login as a parent you will see a welcome message and instructions to click on **Register for School**. This is where you will see all of the back to school information.

Step #4



The first page in the student registration will give you instructions on what to do next. From this page you will open all of the back to school information, policies, and handbooks. The handbooks and back to school packets should open in a new window so that you can navigate between the registration and the documents. 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

The next page contains all of your **PARENT CONTACT INFORMATION**. This is information that we use for emergency contacts. Please be sure that the information is up to date. 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.

Step #6

The next page contains **STUDENT DEMOGRAPHIC INFORMATION**. 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**.

Step #7

The next page contains questions and permissions. The documents that were downloaded certain policies that you reviewed. On this page you will confirm that you agree with the policies. This page also has questions concerning health information that we collect. If you have multiple children in the district you **MUST** answer **ALL** of these questions for each child. Be sure to scroll on the right side of the window as there are about 30 questions. Click **NEXT** after you have answered all the questions.

Step #8

The final page allows parent the change to enter general comments to the office. If there are any special conditions or circumstances that you would like to inform the office about they can be entered here. **COMMENTS ARE NOT REQUIRED**. If you have no comments to add concerning a student you can click on the **NEXT** button to advance to another child or on the **FINISH** button if it is your last child to register. Thanks for your cooperation with this new process!!