

JMC – Student Management Software Instructions

Attached are step by step directions to log into JMC and complete your online registration for 2023-2024. Please do this as soon as possible but no later than **Friday, August 18th**.

You can access the login screen at <https://staugustin.onlinejmc.com/Parent/Login.aspx> or by going to the school website and clicking on the JMC link at the bottom of the front page.



After clicking on JMC login, you'll see this screen. Click on Family.



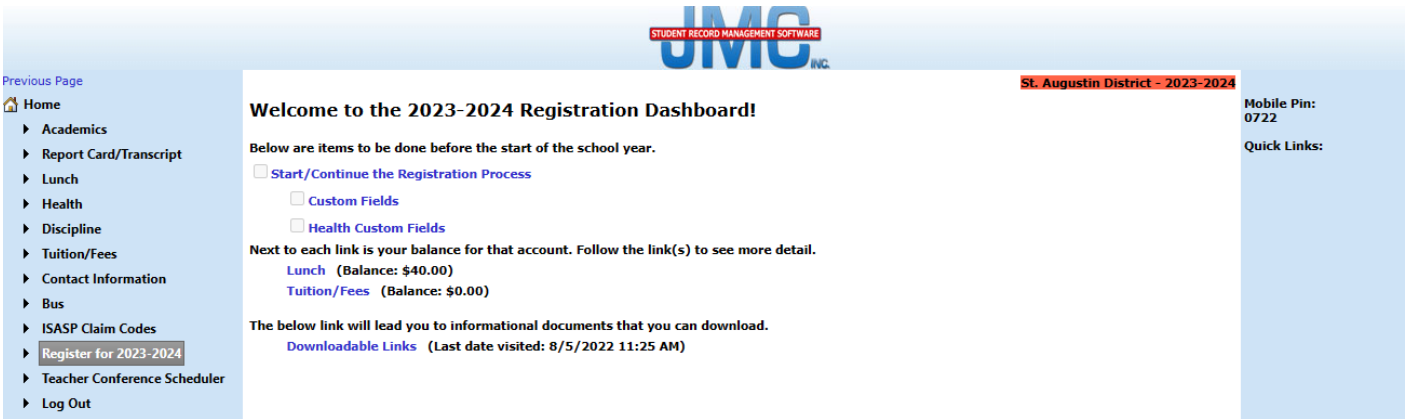
At the login screen, enter your last name as your username and your password from last year if you're a returning family. If you are a new family, you'll need to create a password the first time or to recover forgotten passwords, click the "forgot your password" button to create a password. You will not be assigned a password.

The image shows a login form for JMC Inc. The form is enclosed in a light blue border. At the top left is the JMC Inc. logo. Below the logo is a dropdown menu for 'School Year' with '2023-2024' selected. Below that is a 'Username:' label followed by a yellow input field. Below the input field is a 'Password:' label followed by a white input field. Below the password field is a checkbox labeled 'Change password'. Below the checkbox is a 'Language:' label with a dropdown menu showing 'English'. Below the language dropdown is a blue 'Login' button. To the right of the 'Login' button are two links: 'Forgot your password?' and 'Forgot your username?'. At the bottom of the form, the text 'Mobile Pin: 0722' is displayed.

Once logged in, this is what your screen should look like.

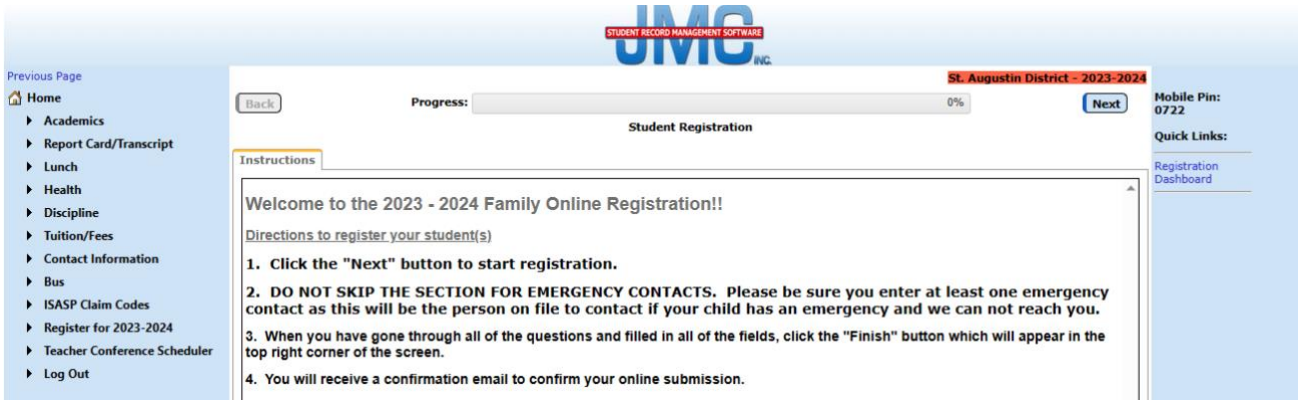


Next, click on **Register for 2023-2024** from the list on the left. Your screen will look like this....



Click **Start/Continue the Registration Process** to begin the online registration process.

The next screen will be the instruction page.



Click the **Next** button in the top right corner to advance to each page.

The next page is the **Contact Information**.

The screenshot shows the 'Contact Information' form in the JMC Student Record Management Software. The form is titled 'Contact Information' and is part of a 'Student Registration (Last Completed 8/4/2022)' process. The progress bar indicates 8% completion. The form includes the following fields:

- Title: [] First: [] Last: []
- Address: []
- Address2: []
- City: [] State: IA Zip: []
- Email 1: [] Email 2: [] Email 3: []
- Email 4: [] Email 5: [] Email 6: []
- Email 7: [] Email 8: []

There are two sections for 'Important Messaging Information':

- Messaging service Phone #1**
 - Phone 1: [] Type: Unknown Description: []
 - SMS(Text Message)
 - Emergency/Weather Related
 - Student/Lunch Related
 - General School Information
- Messaging service Phone #2**
 - Phone 2: [] Type: Unknown Description: []
 - SMS(Text Message)
 - Emergency/Weather Related
 - Student/Lunch Related
 - General School Information

You should have some information prefilled here but please go through each question and update or add all necessary information. You can add as many emails as you'd like and each one will tie back to the message center to receive school wide emails. Also, after entering your phone number and the type (home, cell, etc.), **BE SURE TO CHECK ALL FOUR BOXES IN THE MESSAGING SERVICE PHONE NUMBER BOX. The only time you would leave the SMS text message box unchecked is when you have a land line phone number.**

Messaging service Phone #1

- SMS(Text Message)
- Emergency/Weather Related
- Student/Lunch Related
- General School Information

The next page is **demographics**. You will not be able to change the grayed out information but **YOU MUST GO TO THE BOTTOM OF THE PAGE AND COMPLETE THE QUESTIONS ON ETHNICITY.**

Opt-out Race/Ethnicity

Hispanic-Latino:

American Indian-Alaskan Native

Asian

Black-African American

Hawaiian/Pacific Islander

White

The next page is for you to **set permissions** for your student. Answer the questions on photo consent, directory information, etc.

The next page is the **health field** questions requested by our nurse. Here you can let Mrs. Pyle know of medications, allergies, physician information, special dietary restrictions and anything else that would help us treat your child in the case of an emergency.

At this point, if you only have one child, your registration is complete. However, if you have more than one child, the registration process will advance to your next student and you will begin the process again with your next child.

At the end, you will also have the opportunity to enter any optional comments for the staff.

Click **FINISH** and you're done!!!! You'll receive an email confirming completion of your online registration.