

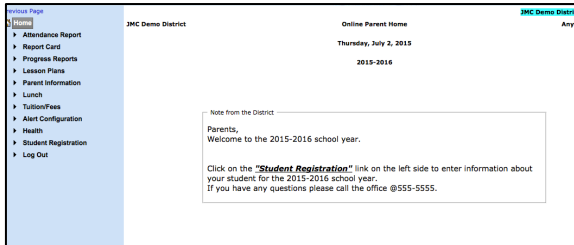
## Student Online Registration Guide Sheet

**Important Note:** Make sure you are setting up online registration for parents in the upcoming school year. To do this you should:

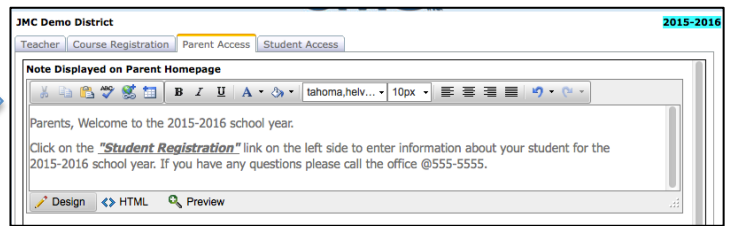
- Go into the previous year (15-16 for example) District Level: File: Online Settings and change the message to instruct people to log out go the previous school year and log into 16-17.
- Go into the previous year (15-16 for example) and “turn off” parent registration by unchecking all of the boxes in Building Level: File: Student Registration Settings.
- Change the message on this screen to tell parents that they should log out of the parent portal and log into the 16-17 school year.

This document is a guide showing you where the items in the Parent Portal Online Student Registration are set in the JMC Office Program.

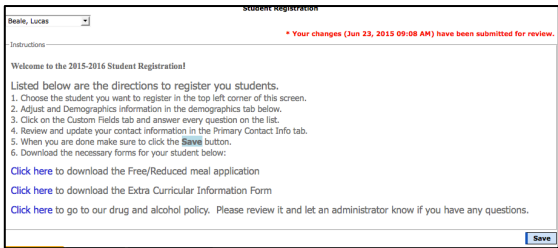
Parent Portal Home Screen Message



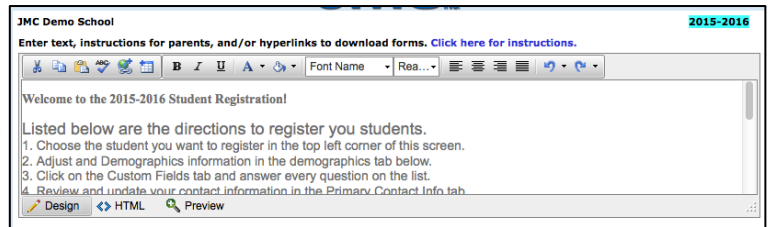
District Level: File: Online Settings



Student Registration “Instructions” Message



Building Level: File: Student Registration Settings



Please Note: The message is “District-Wide” so if you edit the message in one building it changes in all buildings.

Student Registration “Primary Contact Info”

Title:	First: Dad	Last: Demo
Address:	Apt 5	
Address2:	1234 5th Ave	
City:	State: MN	Zip: 55555
City:	Lake City	
Password:	DEMO	
Email 1:	Email 2:	Email 3:
mymail@mail.com	mymail@gmail.com	
Email 4:	Email 5:	Email 6:
Email 7:	Email 8:	
Phone 1:	Type:	Description:
651-555-3456	Cell 1	Home n

Building Level: File: Student Registration Settings

Contacts				
Primary Contact				
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Password	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> Email



## Student Registration “Demographics”

**First Name:** Lucas  
**Middle:**  
**Last Name:** Beale  
**Gender:** M  
**Grade:** 10  
**Birth Date (mm/dd/yyyy):**  
**Email 1:**  
**Email 2:**  
**Username:** LBeale  
**Password:** YSe8f7?K  
**Combination:**  
**Resident County:**  
**Birth Country:** United States of America (the)  
**Hispanic-Latino:** No  
 American Indian-Alaskan Native  
 Black-African American  
 Hawaiian/Pacific Islander  
 White  
**Ethnicity:** 5



## Building Level: File: Student Registration Settings

Student General Data

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Suffix Name
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Birth Date	<input type="checkbox"/> Birth Place
<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Password	<input checked="" type="checkbox"/> Email Address 1	<input checked="" type="checkbox"/> Email Address 2
<input type="checkbox"/> Last School Attended	<input type="checkbox"/> Advisor	<input type="checkbox"/> Locker Number	<input checked="" type="checkbox"/> Locker Combination
<input checked="" type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> Hispanic-Latino	<input checked="" type="checkbox"/> American Indian-Alaskan	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> Black-African American	<input checked="" type="checkbox"/> Pacific-Islander	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Resident District
<input checked="" type="checkbox"/> Resident County	<input type="checkbox"/> StudentID	<input checked="" type="checkbox"/> Birth Country	

## Student Registration “Custom Fields”

**Insurance Policy number:**  
 12345  
**Can your Student take Aspirin?:**  
  
**Health Insurance:**  
  
**May we publish your Student's Photo?:**  
  
**May your Student have Internet Access?:**  
  
**Do you want Prom Tickets? (Y or N):**



## Building Level: File: Student Registration Settings

Student Custom Fields

- Insurance Policy number
- Can your Student take Aspirin?
- Health Insurance
- May we publish your Student's Photo?
- May your Student have Internet Access?
- Do you want Prom Tickets? (Y or N)
- This student's photo may be taken for inclusion in school
- Can we administer cough drops to your student?

**Custom Fields Note:** Custom Field definitions can only be entered by the JMCADMIN in Building Level: [File: Define Custom Fields](#). Each building must define their own custom fields.

**Retrieving Information:** After parents enter information, you must click on the link on the top of the home page to be taken to the page to accept the submissions.

JMC Demo School 2015-2016

Thursday, July 2, 2015

2015-2016

**Pending Contact Submissions:**  
3 (since Jun 25, 2015)

**Pending Student Submissions:**  
3 (since Jun 23, 2015)

**Welcome to the 2015-2016 School Year in JMC!**

As you prepare to complete the scheduling process please use the following resources to [save you time!](#) We have new tools available for you to make the scheduling process easier.

Clicking on the “Pending Student Submission” link (noted above) will take you to the screen below. If you would like to see a list of parents who have, or have not, completed registration click on the links here

**Modified Students:**  
Demo, Caley  
Freed, Paul  
Friend, Guy  
Smith, Dave  
Smith, Jane  
Smith, Jennifer  
Smith, Teremu

**Pending Files: 20**

**Smith, Jane**

**Submitted: 4/27/2016 04:47 PM**

**Note From Parent:**

**Proposed Modifications:**

**Student Information**

<input checked="" type="checkbox"/>	Email 1:	Change:		to:	test@gmail.com
<input checked="" type="checkbox"/>	Hispanic-Latino:	Change:	Not Set	to:	No

**Student Custom Field Information**

<input checked="" type="checkbox"/>	Do you want Prom Tickets? (Y or N):	Change:		to:	Y
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**Primary Contact Information**  
No Primary Contact Changes

**Switch Building:**  
JMC Demo Sch

**Quick Links:**

[Not Finished List \(18\)](#)

[Finished List \(1\)](#)