

JMC – Student Management Software Instructions

Attached are step by step directions to log into JMC and complete your online registration for 2022-2023. Please do this as soon as possible but no later than **Monday, August 15th**.

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.



At the login screen, enter your last name as your username. To create your 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.

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

Next, click on **Register for 2022-2023** from the list on the left. Your screen will look like this....



The screenshot shows the '2022-2023 Registration Dashboard' for St. Augustin District. The page features a blue header with the JMC logo and 'STUDENT RECORD MANAGEMENT SOFTWARE'. A left sidebar contains a navigation menu with 'Register for 2022-2023' highlighted. The main content area is titled 'Welcome to the 2022-2023 Registration Dashboard!' and lists items to be done before the school year, including 'Start/Continue the Registration Process' with sub-links for 'Custom Fields' and 'Health Custom Fields'. It also displays account balances for 'Lunch' and 'Tuition/Fees' (both \$0.00) and provides a link to 'Downloadable Links'.

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

The next screen will be the instruction page.



The screenshot shows the 'Instructions' page for the 2022-2023 Family Online Registration. The page has a blue header with the JMC logo and 'STUDENT RECORD MANAGEMENT SOFTWARE'. A left sidebar contains a navigation menu with 'Register for 2022-2023' highlighted. The main content area is titled 'Welcome to the 2022 - 2023 Family Online Registration!!' and provides 'Directions to register your student(s)'. A progress bar at the top indicates '0%' completion. A 'Next' button is visible in the top right corner. The instructions list three steps: 1. Click the 'Next' button to start registration. 2. DO NOT SKIP THE SECTION FOR EMERGENCY CONTACTS. Please be sure you enter at least one emergency contact as this will be the person on file to contact if your child has an emergency and we can not reach you. 3. You will receive a confirmation email to confirm your online submission.

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

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

- Home
- ▶ Academics
- ▶ Report Card/Transcript
- ▶ Lunch
- ▶ Health
- ▶ Discipline
- ▶ Tuition/Fees
- ▶ Contact Information
- ▶ Bus
- ▶ Register for 2022-2023
- ▶ Log Out

Back

Progress: 8%

Next

Student Registration (Last Completed 8/4/2022)

Mobile Pin:
0722

Quick Links:

Registration
Dashboard

Contact Information

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:

*Important Messaging Information

Phone 1: Type: Unknown Description:

Messaging service Phone #1

SMS(Text Message)

Emergency/Weather Related

Student/Lunch Related

General School Information

Phone 2: Type: Unknown Description:

Messaging service Phone #2

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 home 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 **BE SURE TO 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.