# 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....



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**.

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.**

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.