

ONLINE REGISTRATION GUIDE

Online Registration for the 18-19 school year can be completed online. Follow the steps and links below to get started.

From the school web page, <https://www.treynorschools.org>, go to the Quicklinks menu in the middle of the page and select [JMC All Access](#). Next, choose “Parents” from the options.

CHOOSE 2018-19 FROM THE DROP-DOWN MENU



The screenshot shows the login interface for JMC INC. Student Record Management Software. At the top left, there is an icon of a man and a woman. To the right of the icon is the text 'STUDENT RECORD MANAGEMENT SOFTWARE' in a red box, followed by the large blue 'JMC INC.' logo. Below the logo, the 'School Year' is set to '2018-2019' in a dropdown menu, with a red arrow pointing to it. The 'Username' field is a yellow box containing the placeholder text 'ParentLastNameGoesHere'. The 'Password' field is a white box with asterisks. Below the password field is a checkbox labeled 'Change password'. The 'Language' dropdown menu is set to 'English'. At the bottom, there is a blue 'Login' button and a link for 'Forgot your password?'.

Log in with your username, which is the parent’s last name and your password.

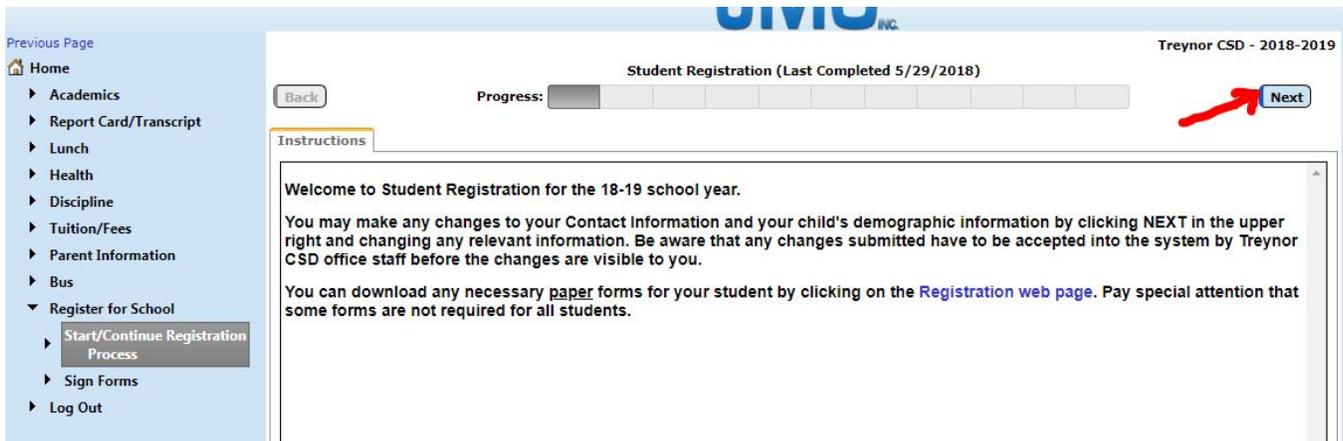
The home screen will contain registration instructions, which is also included in this document.

STEP ONE - Register Student

Click on "Register for School" and then "Start/Continue Registration Process" from the left menu.



Walk through registration screens by clicking Next and following the prompts on the screen.



Your first option will be checking and/or editing parent contact information. Add or modify your address, email address(es) and phone numbers. Make sure to check-mark what forms of communication you wish to receive to each of your phone numbers.

In the Message Service box next to each phone number, select the type of notice(s) to receive to that particular phone number (you can select more than one). The options include:

- SMS/Text Message is for cell phone text messages.
- Emergency/Weather Related would be messages like late starts, early dismissals, no school, etc.
- Student Related would be academic or sport notices (i.e. practice cancelled, excessive tardiness/absences).
- General School Information would be reminder messages related to conferences, registration, etc.

Contact Information

Title: First: Ray & Jenny Last: Cardinal

Address: 1234 Main Street

Address2:

City: Treynor State: IA Zip: 51575

Password: rollcards!

Email 1: cardinalhouse@yahoo.com Email 2: Email 3:

Email 4: Email 5: Email 6:

Email 7: Email 8:

***Important Messaging Information**

Phone 1: 402-555-1212 Type: Cell 1 Description: Ray Cell Phone	Messaging service Phone #1 <input checked="" type="checkbox"/> SMS (Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related <input type="checkbox"/> General School Information
Phone 2: 402-867-5309 Type: Cell 2 Description: Jenny's Number	Messaging service Phone #2 <input type="checkbox"/> SMS (Text Message) <input type="checkbox"/> Emergency/Weather Related <input checked="" type="checkbox"/> Student/Lunch Related <input checked="" type="checkbox"/> General School Information

At the very least, you should have at least one phone number marked to receive Emergency/Weather Related information. This type of information would be relayed via a phone call, text message and email.

NOTE: Any changes made to your contact information have to be approved and imported into the JMC student information database by an office staff member before the changes will be visible to you.

Click NEXT to move on to answering questions about your child(ren).

Keep in mind that questions presented may be different for each student, depending on their grade level (i.e. elementary students may be presented with Daycare questions and MS/HS students may have cell phone and license plate fields that can be populated.)

Please also note that some information is grayed out and not allowed for editing by the parent. If you find an error in your child's information, please add that information to the optional comments section toward the end of the registration process.

Treynor CSD - 2018-2019

Student Registration (Last Completed 5/31/2018)

[Back](#) Progress:  [Next](#)

Joseph Ray Cardinal - Demographics

First Name:	Joseph
Middle:	Ray
Last Name:	Cardinal
Gender:	M ▼
Grade:	9
Birth Date (mm/dd/yyyy):	1/1/2004
Student Cell Phone:	<input type="text"/>
License Plate Number:	<input type="text"/>
Resident District:	6453
Resident County:	<input type="text"/>
Birthplace:	Omaha, NE
Birth Country:	United States of America (the) ▼
Last School Attended:	Underwood

Messaging service Cell Phone

SMS(Text Message)

Emergency/Weather Related

Student/Lunch Related

General School Information

Please include your MS or HS student's cell phone number in this area so that office staff, teachers and coaches have the option of one-way texting of notifications, when applicable. Make sure to mark the appropriate boxes for messaging service, much like the parent options. Please also include a license plate number of the primary car they may drive to school. This information allows us to call them to the office if they have left their lights on, if there is a fender-bender involving their car, etc.

Click Next and add or modify the student's emergency contact information. This information would be used in an emergency situation if a parent could not be reached. If the emergency contact is NEW, please do not overwrite the existing data. Create a New contact record please.

Click Next and answer the custom questions for each child. *All fields are required fields, therefore, if a question does not apply to that child, just put in a NONE or N/A in that text field.*

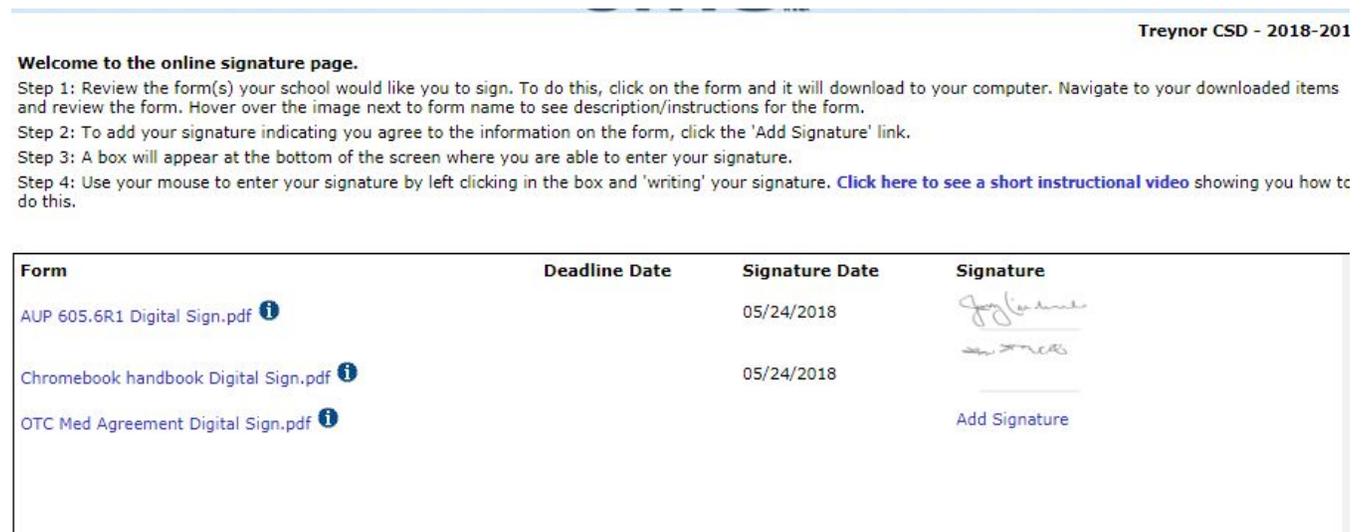
After answering questions for each child, the last screen is an area for optional comments. This is where you could note an incorrect birth date or spelling of your child's name.

Click FINISH.

STEP TWO - Sign Relevant Forms

The last screen will indicate you can now visit PaySchools to pay textbook fees. You can click on the PaySchools link, which will open a new tab. Before going to PaySchools though, you'll want to finish up in your JMC Parent Portal. Paying fees and adding lunch money via PaySchools is covered in STEP FIVE.

Click on the "Sign Forms" link to reveal the forms needing a digital signature. That page will look similar to the image below:



Any forms that have been loaded for your child(ren) will appear in this menu. Click on the form to download and review a copy.

Any form that still requires a signature will have the option to click "Add Signature" (see image to the right).

Follow the on-screen instructions for adding your electronic signature.

If you need to change anything in the Parent Registration screens, you can click on Start/Continue Registration process and all previous data will be populated.



STEP THREE - Set Alerts

If you wish to set alerts on your account, within JMC Parent Portal, go to the Academics / Alert Configuration Menu. Choose each child from the drop-down menu.

You have several alert options, which include:

1. Low Balance Limit for the family lunch account. In addition to getting emails from the school, you can set an automatic alert based on your own criteria.
2. Period Attendance alerts (for MS/HS students only).
3. Missing Scores Alert (MS/HS students only)
4. Grade Alerts (based on a grade percentage you set per student's classes)

Cardinal, Joseph Ray ▼

Family Lunch Balance Alert

Low Balance Limit:

Period Attendance Alert

Send an Email Alert when marked Absent

Send an Email Alert when marked Tardy

Missing Scores Alert

Send an Email Alert when Missing Scores

Grade Alert

STEP FOUR - Schedules/Advisors

To review or print your middle school and/or high school student's schedule, click on Academics / Schedule in the left menu. Select each child from the drop-down menu.

Elementary class lists are not yet completed. Student advisors listed in JMC will most likely be last year's teacher. Elementary class lists will be emailed out per class when that information is available. Once that information is entered into JMC, you can find your elementary child's classroom teacher by clicking on Schedule. Their teacher will be listed next to "Adv" (as seen in image below)

Cardinal, Suzy Q ▼

Treynor Elementary	Treynor IA 51575
Year	Adv - LEIGH VANWINKLE
5/31/2018	

STEP FIVE - Textbook & Lunch \$\$

After you have finished the registration steps in JMC, log into [PaySchools Central](#) to pay required textbook fees and/or add lunch money to your child's account. *If you have not previously used PaySchools, scroll down for steps to setup that account first.*

Select All Students (#1 in image shown) from your PaySchools menu. To deposit money into your child's lunch account, choose *just one* of your children and fill in and add an amount to the cart. *Money added to one child will go into your family account, which all children will draw from.*

Under the Fees Section (#2 in image shown), click to add the textbook fees to your cart for each student. You can also select "Optional" (highlighted in image shown) and choose to pay for Activity Passes.

The screenshot shows the PaySchools Central interface. At the top, there is a navigation bar with the logo, a balance of \$155.00, and links for Messages, User, and Help. Below the navigation bar, there are four student selection options: 'All Students' (circled in red and labeled '1.'), 'Joseph Cardinal', 'Scarlett Cardinal', and 'Suzy Cardinal'. The 'Meals' section is visible, showing a table with columns for Student Name, Balance, Amount To Add, and Add To Cart. The table lists three students: Joseph Cardinal, Scarlett Cardinal, and Suzy Cardinal, all with a balance of \$0.00 and an amount to add of \$0.00. Below the 'Meals' section, the 'Fees' section is visible, labeled '2.'. It has a filter set to 'OPTIONAL' and a search bar. Below the search bar, there is a table with columns for Student Name, Fee Category, Fee Description, Due Date, Amount Due, Amount To Pay, Amount In Cart, Fee Rules, and Add To Cart. The table lists three students: Joseph Cardinal, Scarlett Cardinal, and Suzy Cardinal, all with a due date of 8/31/2018 and an amount to pay of \$0.00.

Student Name	Balance	Amount To Add	Add To Cart
Joseph Cardinal	\$0.00	\$ 0.00	
Scarlett Cardinal	\$0.00	\$ 0.00	
Suzy Cardinal	\$0.00	\$ 0.00	

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
Joseph Cardinal	Textbook Fee 9th-12th	Textbook Fee 9th-12th	8/31/2018	\$60.00	\$ 0.00	\$60.00	F S	
Scarlett Cardinal	Textbook Fee 9th-12th	Textbook Fee 9th-12th	8/31/2018	\$60.00	\$ 0.00	\$60.00	F S	
Suzy Cardinal	Textbook Fee K-5th	Textbook Fee K-5th	8/31/2018	\$35.00	\$ 0.00	\$35.00	F S	

If you have not used PaySchools previously, the portal is easy to setup and use, both online and via the mobile app. To get started, follow the instructions below.

1. Visit the PaySchools portal using your Internet browser www.payschoolscentral.com
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your students.

3. You will be prompted to enter your contact data and a payment method to activate your account.
4. Once all information is entered, you will receive an email from PaySchools Central with a link to confirm the registration and create your password. Once your password is saved, you can log in and begin using PaySchools Central as often as you'd like.
5. The first time you login, you will need to indicate which student(s) to attach to your account using the Add/View student tab. Students are already loaded in the PaySchools Central system. PaySchools Central utilizes the same student ID number used for your JMC lunch purchases. You can find that by going back into JMC Parent and accessing the Academic/Schedule link covered above. Their student ID is located near the top (as in the example below)

Cardinal, Suzy Q	Print	
Treynor Elementary Year 5/31/2018	Treynor IA 51575 Adv - LEIGH VANWINKLE	1711

The ACH fee per total transaction when using an electronic check is: \$1.75

The internet convenience fee per transaction when using credit or debit card is: 4%

Once you have setup your PaySchools Central account, you can watch this 3-minute video [here](#) or read more about the features of PaySchools [here](#). **A quick tip is to setup your payment methods FIRST before making any deposits.** To setup payment methods, after logging in to PaySchools Central, go to the upper right and click on "USER". Next, select "Manage Payment Methods".

Tip You do not have to log into your JMC Parent Portal to make payments on your account. You can go directly to www.payschoolscentral.com and make deposits. Those deposits will automatically post back to Treynor CSD's student information system, JMC.

WANT TO SEND A CHECK INSTEAD OF USING PAYSCHOOLS?

If you wish to pay fees with a check, you can first find the amount owed in [JMC Parent Portal](#). Click on Tuition/Fees in the left menu. Fees are loaded BY STUDENT (and not by family). Select each student from the drop-down menu to find the fees owed. See image below for example You may write a check for all your child's fees combined to Treynor CSD and drop the check off at in-person registration on August 1st between 2 p.m and 7 p.m. or mail to Treynor CSD, Attn: Registration, PO Box 369, Treynor, IA 51575. *Please do not include lunch money with the check for fees.*

STUDENT RECORD MANAGEMENT SOFTWARE
JMC INC.

Treynor CSD - 2018-2019

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- Home
- Academics
- Report Card/Transcript
- Lunch
- Health
- Discipline
- Tuition/Fees**
- Parent Information
- Bus
- Register for School
- Log Out

Current Balance:

Date	Trans Type	Transaction Description	Comment	Student	Course	Due Date	Amount	Balance
No records to display.								

Fee Students: Cardinal, Joseph Ray

Student: Joseph Cardinal Student ID: 1709 Grade: 9 Birth Date: 01/01/2004

Student Balance: \$-60.00

Date	Trans Type	Transaction Description	Comment	Student	Course	Due Date	Amount	Balance
07/23/2018	Charge	Textbook Fee 9th-12th		Joseph Cardinal		08/31/2018	\$ -60.00	\$ -60.00
07/23/2018	Carryover from last year			Joseph Cardinal			\$ 0.00	\$ 0.00

STEP SIX - Registration Forms

Visit the [School Registration page](#) to find forms you may need to fill out. Forms for students new to the Treynor School District are listed first, under “NEW STUDENT FORMS”. Forms for current students will be in the next section “EXISTING STUDENT FORMS”. Any form with an * is available to be signed electronically in the JMC Parent Portal / Register for School / Sign Forms menu.

Any Registration Forms can be printed and dropped off at the school or mailed to Treynor CSD, Attn: School Registration, PO Box 369, Treynor, IA 51575. Signed and scanned forms can be electronically submitted to registration@treynorcardinals.org.

This registration page also contains supply lists for K-8 students at the bottom of the page.

STEP SEVEN - Activity Pass

For an activity pass, download the [form](#) and return to Treynor CSD Supt Office, 102 E Main, Treynor, IA 51575 or email completed form to registration@treynorcardinals.org. You also have option to pay for a student or adult activity pass within PaySchools. Under the Fees section, select “OPTIONAL”. An Activity Pass will be listed as a choice to add to your cart. You will still need to fill out the [form](#) so the office has the correct information to enter on the pass. The passes will be available to pick up after August 16th in the Supt. Office or at the first home event on August 17th.

Student Name	Balance	Amount To Add	Add To Cart
Joseph Cardinal	\$0.00	\$ 0.00	
Scarlett Cardinal	\$0.00	\$ 0.00	
Suzy Cardinal	\$0.00	\$ 0.00	

Fee Management interface showing a blue bar with "Schedule Fees" on the right. Below the bar are two buttons: "ASSIGNED" and "OPTIONAL". The "OPTIONAL" button is circled in red.

STEP EIGHT - Yearbook Order

To order a yearbook for the 18-19 school year, pay early and save. Prices will go up throughout the year so order early for the best deal!

High School - \$60: <http://jostensyearbooks.com/?REF=A02495300>

Middle School - \$17: <http://jostensyearbooks.com/?REF=A01114722>

Elementary School - \$15: <http://jostensyearbooks.com/?REF=A09864165>

***2017-18 Yearbooks arrive in late September or early October.*

Bus Info

If your child(ren) ride the bus, their bus route information will be entered into JMC in mid-August after the majority of students have been registered. This information will be accessible via the Bus Menu in JMC Parent Access. The route information will also be sent out electronically when all the information is entered. If you have any concerns before then about your bus route information, please email busbarn@treynorcardinals.org.

NEED HELP?

If you wish to attend in person registration instead, come to the High School Commons on August 1st between 2 and 7 p.m. Someone can help you register online, or you can elect to visit with a district employee to get your child(ren) registered. Just keep in mind that our in-person registration will not be staffed as in past years, so wait times may be longer than normal.

If you have forgotten your JMC Parent password, please email Shelly Bailey at sbailey@treynorcardinals.org for that information or call the school office 712-487-3414 Ext. 4.