ONLINE REGISTRATION GUIDE

Online Registration for the current school year can be completed online. Using a computer is highly recommended for this process. **IMPORTANT NOTE: If you are using a mobile device, you may need to click on *JMC DESKTOP* link in the lower area of the phone's web browser.** 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 "FAMILY" from the options. **CHOOSE <u>CURRENT YEAR</u> FROM THE DROP-DOWN MENU**

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.

New parents: Your password will be set to your PK/KDG or *oldest* child's student's birth month *3-letter abbreviation,* two-digit birth *day* and two-digit birth *year*. For instance, if a child's birth date is March 10, 2012, your parent password would be MAR1012. If a child's birth date is August 3, 2012, the parent password would be AUG0312. *If you did not register for Kindergarten or as a new family, then we may not have your child's information entered into our JMC database yet. Refer to the New Family Registration webpage and/or call the Supt. Office at 712-487-3414 x4 to get your information entered into JMC.*

STEP ONE - Register Student

Click on "Register for School" and then "Start/Continue Registration Process"

Walk through registration screens by clicking Next and following the prompts on the screen.
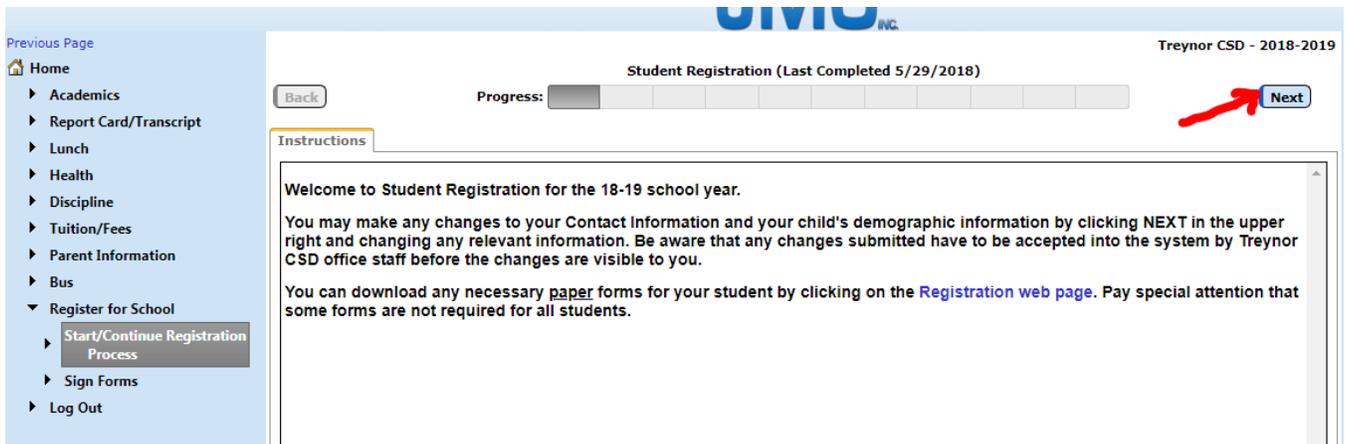
Your first option will be checking and/or editing parent contact information. Add or modify your address, email address(es) and phone numbers. NOTE: Any changes made to your contact information has to be confirmed by office personnel before the changes are visible to you.

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.
- 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 and registration.

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 phone call, text message and email.

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. *Some fields that are starred are required fields, therefore if a question does not apply to your child put NA or None in that field*. 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.

Click FINISH.

GO BACK TO REGISTRATION DASHBOARD AND SELECT THE NEXT OPTION IN THE LIST. (Health Custom Fields, Sign Forms, Pay Lunch or Tuition Fees, etc.)

STEP TWO - Sign Relevant Forms

Click on the "Sign Forms" link below the registration confirmation message; or from the REGISTRATION DASHBOARD menu, click on the link to SIGN FORMS.

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). **YOU WILL NEED TO SCROLL DOWN TO THE BOTTOM OF THE WEB PAGE TO *SEE* THE SIGNATURE FIELD.**

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

<u>NOTE:</u> Many of the forms are district wide and apply to all children in all buildings; however, there may be some forms that are specific to a child in different buildings. <u>For that reason</u>, you will want to click the drop-down menu for each child (see image below) to see if there are forms that require signatures under your other children.

Click here for instructions.

Cardinal, Joseph Ray ▾

Form	Deadline Date	Single Contact Signature	Contact Signature	Contact Signature Date	Student S
AUP 605.6R1 2018Jan8.pdf ⓘ	08/31/2023	True	Add Contact Signature		
AUTHORIZATION FOR DIRECTORY INFO.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Chromebook handbook 2023-24.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Google For Education Parent Consent.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Early Release Permission Form.pdf ⓘ	08/31/2023	True	Add Contact Signature		
FACT_SHEET_CONCUSSIONS_1118_FINAL 2022.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Insurance Waiver.pdf ⓘ	08/31/2023	True	Add Contact Signature		
OTC Med Agreement.pdf ⓘ	08/24/2023	True	Add Contact Signature		
MSHS Student Handbook 2023-2024.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Chromebook handbook 2023-24.pdf ⓘ	08/31/2023	False			
Treynor Activities Parent Handbook.pdf ⓘ	08/31/2023	True	Add Contact Signature		

If you need to change anything in the Parent Registration screens, you can click on REGISTRATION DASHBOARD MENU and all previous data will be populated.

STEP THREE - Textbook/Lunch $$

The option to pay securely within JMC is available (**from a _computer_ web browser only or a mobile device that has selected the DESKTOP MODE within their browser**).

Click on the Tuition/Fees menu within the JMC parent portal to pay required textbook fees that will have been assessed to your student(s). Likewise, click on the lunch menu to deposit money.

Next, click on PAY MY BILL

Next select FEE in the Payment Type menu.

VERY IMPORTANT STEP: Select the fee(s) you want to pay when you are in the payment screen. You can press the shift key to highlight multiple charges.

Then press OK.
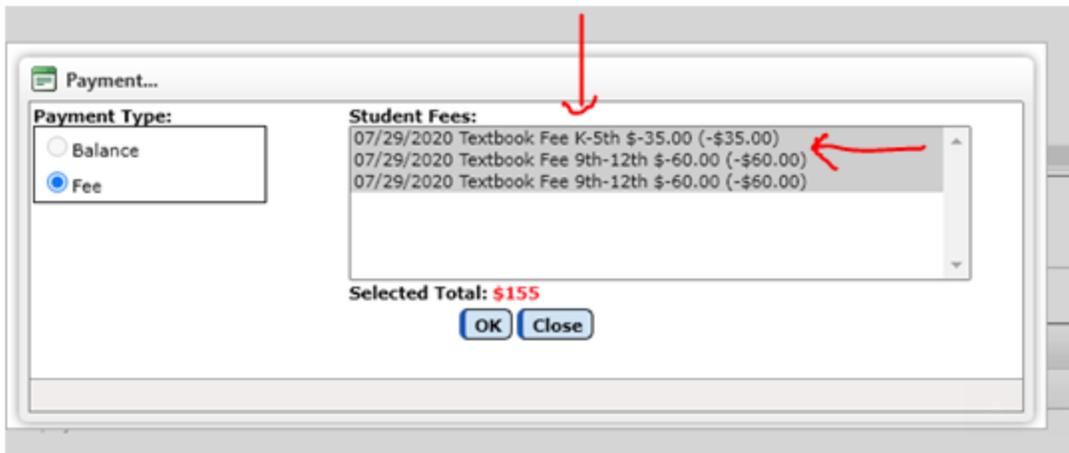
NOTE: Treynor CSD and JMC does not store your credit or bank information on our servers. The processing is all handled with Payment Springs, which adheres to PCI compliance in the strictest manner. *There is a flat $3 convenience fee for using this service.*

WANT TO SEND A CHECK INSTEAD OF USING ONLINE PAYMENT SERVICES?

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. You may write a check for all your child's fees to Treynor CSD and drop the check off at in-person registration or mail to Treynor CSD, Attn: Registration, PO Box 369, Treynor, IA 51575. *Please do not include lunch money or activity pass money with a check for fees.*

STEP FOUR - Registration Forms

Visit the School Registration page to find forms you *may* need to fill out via paper or click on the Downloadable Links menu to find those forms here. 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. Students in 9th-12th grade do not have a supply list because each unique class may require different supplies. You can start with some of the basic supplies listed in the 6-8 supply list.

STEP FIVE (*Optional*) - Free/Reduced Meal Application

Free and Reduced Meal Application should be made digitally within the <u>JMC Parent Portal</u> / Registration Dashboard for 2023-2024. If you prefer to fill out a paper form, please contact Jen Brammer in the Superintendent's Office: 712-487-3414 X4 or jbrammer@treynorcardinals.org.

# STEP SIX (*Optional*) - Set Alerts

If you wish to set alerts on your account, within the 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)

STEP SEVEN (*Optional*) - 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 updated at this time! Student advisors listed in JMC will most likely show last year's teacher. **Elementary teachers will be loaded into JMC once the registration portal closes**. Once that is completed, parents will be emailed. Their teacher will be listed next to "Adv" (as seen in the image below)
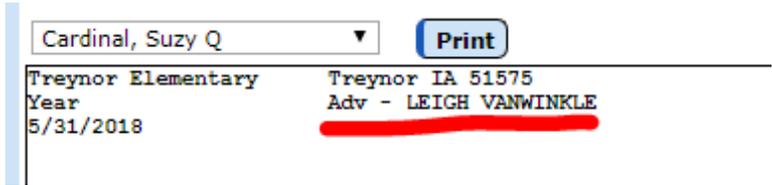
STEP EIGHT (*Optional*) - Activity Pass

For an activity pass, fill out the <u>Activity Request Form</u>. On this form, you will select your method of payment. If you select "JMC", you will complete payment within the Parent Portal/Tuition & Fees menu and *select to add* the activity pass(es) to your cart. To pay by check, mail to: Treynor High School, Attn: Activity Department, PO Box 369, Treynor, IA 51575 or drop off in person. Completed passes will be available by the first home event.

All finished?

After you finish, please double-check your __Registration Dashboard__ and ensure ALL 4 BOXES are checked (see image below) and that your fee balance is $0. If you have a menu with boxes left unchecked, click on that to complete all the steps. Even if you think you've completed all steps, __if the box is unchecked__, there is something that remains undone. Click the link and walk through the steps one more time. __You should receive an email confirmation when it is all completed.__

NOTE: If you see that the "SIGN FORMS" box is unchecked, it is important to note that many of the forms are district wide and apply to all children in all buildings; <u>however</u>, there may be some forms that are specific to a child based on their buildings. *For that reason*, you will want to click the drop-down menu for each child (see image below) to see if there are forms that require signatures under your other children.

If you need to change anything in the Parent Registration screens, you can click on REGISTRATION DASHBOARD MENU and all previous data will be populated.

NEED HELP?

If you wish to attend in person registration instead, come to the High School Commons for in-person registration on August 1st between 4 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. **Please keep in mind that in-person registration is not fully staffed and wait time may be long, so you are encouraged to complete the registration process online.**