

JMC PARENT NOTIFICATION INSTRUCTIONS

Treynor CSD has now activated a new notification system, using our current student information database, JMC. In addition to the email notifications that JMC could generate, it now can initiate text messages and phone calls. This makes all of your contact information easier to manage in one database.

Please log-in to your Parent Access Module, as found on the school website, www.treynorschools.org. Within the Highlights/QUICKLINKS Menu, click on Parent Access. Or, use this link for direct access: <http://209.56.241.2/Parent>

Click on the Parent Information Menu, where you will see a menu that looks similar to the image below.

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Please make changes to your contact information if needed. If your information is correct please submit so the office knows you have verified the information.

Title: [] First: Treynor Last: Cardinals

Address: 102 E Main

Address2: []

City: Treynor State: IA Zip: 51575

Email 1: notifications@treynorcardinals.org Email 2: [] Email 3: []

Email 4: [] Email 5: [] Email 6: []

Email 7: [] Email 8: []

Phone 1: 7124873414 Description: []	Type: Home	Messaging service Phone #1 <input type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input checked="" type="checkbox"/> Student Related <input checked="" type="checkbox"/> General School Information
Phone 2: 7124873804 Description: []	Type: Work 1	Messaging service Phone #2 <input type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input checked="" type="checkbox"/> Student Related <input checked="" type="checkbox"/> General School Information
Phone 3: 4025551234 Description: []	Type: Cell 1	Messaging service Phone #3 <input type="checkbox"/> SMS(Text Message) <input type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student Related <input type="checkbox"/> General School Information
Phone 4: 7125556789 Description: []	Type: Cell 2	Messaging service Phone #4 <input type="checkbox"/> SMS(Text Message) <input type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student Related

Optional comment for the office staff: Comments are limited to 255 characters

Verify, change or add email addresses and phone numbers to which notifications should be sent.

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.

When done making changes, click on SAVE.

Allow 24 hours for the Treynor CSD Office Staff to merge these submissions into the internal database. When that is complete, you will see your changes within your Parent Information menu.