

# ONLINE REGISTRATION GUIDE

Online Registration for the 20-21 school year can be completed online. Using a computer is highly recommended for this process. **If you are using a mobile device, you may need to click on *JMC DESKTOP* link in the lower area of the webpage.** 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 2020-21 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 kindergarten 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. Call the Supt. Office at 712-487-3414 to get your information entered into JMC.*

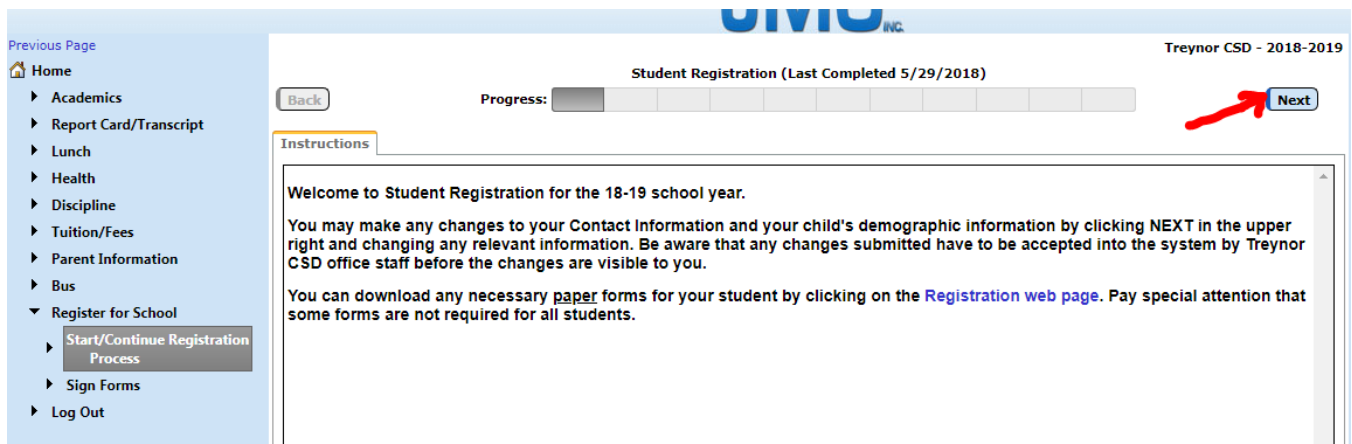
If you have password issues, you can email Shelly Bailey at [sbailey@treynorcardinals.org](mailto:sbailey@treynorcardinals.org) or call the Superintendent's office at 712-487-3414 X4.

# 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.

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
		<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
		<input type="checkbox"/> SMS(Text Message) <input checked="" 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 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 Next and review or add an emergency contact for your student. This information would be used in an emergency situation if a parent could not be reached.

Click FINISH.

# STEP TWO - Sign Relevant Forms

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

Treynor CSD - 2018-2019


Welcome to the online signature page.

Step 1: Review the form(s) your school would like you to sign. To do this, click on the form and it will download to your computer. Navigate to your downloaded items and review the form. Hover over the image next to form name to see description/instructions for the form.

Step 2: To add your signature indicating you agree to the information on the form, click the 'Add Signature' link.

Step 3: A box will appear at the bottom of the screen where you are able to enter your signature.

Step 4: Use your mouse to enter your signature by left clicking in the box and 'writing' your signature. [Click here to see a short instructional video](#) showing you how to do this.

Form	Deadline Date	Signature Date	Signature
<a href="#">AUP 605.6R1 Digital Sign.pdf</a> ⓘ		05/24/2018	
<a href="#">Chromebook handbook Digital Sign.pdf</a> ⓘ		05/24/2018	
<a href="#">OTC Med Agreement Digital Sign.pdf</a> ⓘ			<a href="#">Add Signature</a>

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). **SCROLL DOWN TO THE BOTTOM OF THE PAGE TO SEE SIGNATURE FIELD.**

Signature







[Add Signature](#)

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 REGISTRATION DASHBOARD MENU and all previous data will be populated.*

# STEP THREE - Textbook/Lunch \$\$

The option to pay securely within JMC is now available (from a *computer* web browser only or a mobile device that has selected the desktop mode within their browser).

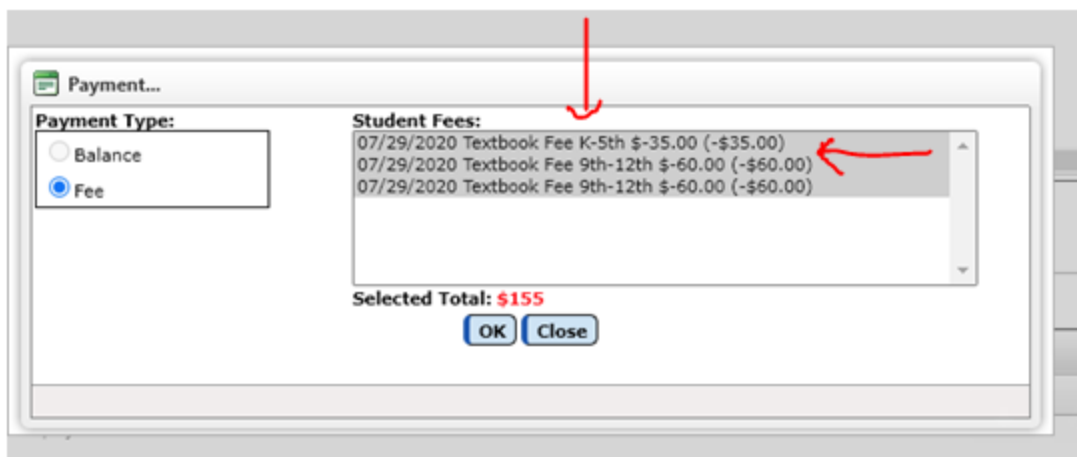
Click on the Tuition/Fees menu within the JMC parent portal to pay fees required textbook fees that will have been assessed to your student(s). Likewise, click on the lunch menu to deposit money.

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.



The screenshot shows a 'Payment...' window. On the left, under 'Payment Type:', there are two radio buttons: 'Balance' and 'Fee'. The 'Fee' button is selected. On the right, under 'Student Fees:', there is a list of three items: '07/29/2020 Textbook Fee K-5th \$-35.00 (-\$35.00)', '07/29/2020 Textbook Fee 9th-12th \$-60.00 (-\$60.00)', and '07/29/2020 Textbook Fee 9th-12th \$-60.00 (-\$60.00)'. A red arrow points to the first item, and another red arrow points to the second item. Below the list, it says 'Selected Total: \$155'. At the bottom, there are 'OK' and 'Close' buttons.

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 4% 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 on August 4th 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 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](mailto:registration@treynorcardinals.org).

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

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

If you wish to apply for free/reduced meal application, follow the link found on the JMC Registration Dashboard.

## STEP SIX (*Optional*) - Set Alerts

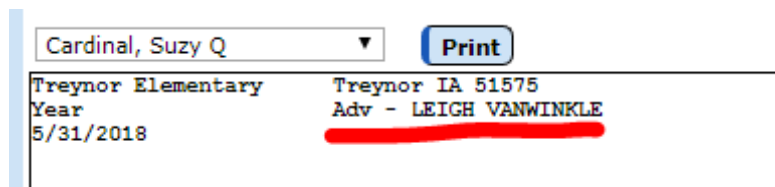
If you wish to set alerts on your account, within JMC Parent Portal, go to the Academics / Alert Configuration Menu. Choose each child from the drop-down menu. You have several alert options, which include:

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)

## 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 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 the image below)



Cardinal, Suzy Q ▼	Print
Trey nor Elementary	Trey nor IA 51575
Year	Adv - LEIGH VANWINKLE
5/31/2018	

## STEP EIGHT (*Optional*) - Activity Pass

For an activity pass, download the [form](#) and return with payment to Treynor CSD Supt Office, 102 E Main, Treynor, IA 51575. There is an option within JMC to purchase an activity pass within the Fees

menu. Click on Purchase items and select the Activity Pass(es) for online payment. You still need to fill out the form and return to the Superintendent's Office.

## **STEP NINE (*Optional*) - Yearbook Order**

To order a yearbook for the 20-21 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>

*\*\*2019-20 Yearbooks arrive in late September or early October.*

## **NEED HELP?**

If you wish to attend in person registration instead, come to the High School Commons on August 4th 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. 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.