

JMC PARENT NOTIFICATION INSTRUCTIONS

Treynor CSD uses a Message Center module that is within our current student information database, JMC. In addition to the email notifications that JMC generates, it can also initiate text messages and phone calls. This makes all of your contact information easier to manage in one database.

Please log-in to the [web-based JMC Parent Access Module](#) (NOTE: You cannot make contact information changes in the [JMC Family App](#)). Once logged in, click on "Contact Information" from the left-hand menu.

First, verify and/or change or add email addresses and phone numbers to which notifications should be sent. Next, 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 canceled, excessive tardiness/absences).
- General School Information would be reminder messages related to conferences, registration, etc.

Lastly, click SAVE.

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Treynor CSD - 2022-2023

Mobile Pin: 0103

Quick Links:

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: Ray & Jenny Last: Cardinal

Address: 1234 Main Street

Address2: []

City: Treynor State: IA Zip: 51575

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

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

Email 7: [] Email 8: []

*Important Messaging Information

Phone 1: 402-555-1212 Description: Ray Cell Phone Type: Cell 1

Phone 2: 402-867-5309 Description: Jenny's Number Type: Cell 2

Phone 3: [] Description: [] Type: Unknown

Phone 4: [] Description: [] Type: Unknown

(Comments are limited to 1000 characters)

Save

Messaging service standard message and data rates may apply.

PDF output developed using iText[Sharp]®
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Allow 24 hours for the Treynor CSD Office Staff to merge these changes into the internal database. When that is complete, you will see your changes within your Parent Information menu.