

## Student Online Registration and E-signature Guide Sheet

This document is meant to be used in conjunction with the Student Online Registration and E-signature following instructional video:

**Important Note:** Make sure you are setting up online registration for parents in the upcoming school year. To do this you should:

- Go into the previous year (17-18 for example) District Level: File: Online Settings and change the message to instruct people to log out in the previous school year and log into 18-19.
- Un-check the box that says “**Allow Parents/Contacts to submit Parent/Contact Information and turn on the Start/Continue Registration Process.**”
- Go into the previous year (17-18 for example) and “turn off” parent registration by unchecking all of the boxes in Building Level: File: Student Registration Settings.
- Change the message on this screen to tell parents that they should log out of the parent portal and log into the 17-18 school year.
- Go into the current year District Level: File: Online Settings and check the box that says “**Allow Parents/Contacts to submit Parent/Contact Information and turn on the Start/Continue Registration Process.**”

### Guiding Principals – What Information can you collect?

1. Custom Field Information – You are able to create any question you want to ask parents/guardians. These can be yes/no questions or questions where they can type in an answer. Those answer get pulled into custom fields only. If you want to transfer it to a different part of the program you would need to do this manually.

After the information is collected/stored in the custom fields you can:

- Use Attendance: Student Lists to print/export information that you may want printed.
- Use the Form Designer to create a form to print out information for one student on one page. Some schools do this as their emergency cards.

2. Parent and Emergency Contact Information – You are able to approve parent and emergency contact information updates. Important Note: You must go to *District Building File: Online Settings* and check the “**Allow Parents/Contacts to view Parent/Contact Information**” box.

3. New Students Information - You are able to accept info on new students.

4. Online Signatures – Parents will be able to sign forms that you have created outside of JMC. The electronic signatures are stored for querying and future reference. Information is not collected on the forms. A signature is entered by the parent/guardian indicating that they have read/agreed to the information on the form. You can upload any form into JMC for a parent signature but it will need to be in a PDF format.

**Important Note:** It is important to start with identifying what types of data you want to collect, if/how it will be used, and what information needs to be gathered outside of the JMC Online Student Registration.

## Set-up Steps to do Online Registration

These steps do not need to be completed in this order as this is more of general guideline.

- Enter customizable messages in *District Level* and *Building Level File: Online Settings* screens.

This document is a guide showing you where the items in the Parent Portal Online Student Registration are set in the JMC Office Program.

### Parent Portal Home Screen Message

### District Level: File: Online Settings

### Beginning Register for School: "Instructions" Message

### Building Level: File: Student Registration Settings

Please Note: The messages are "District-Wide" so if you edit the messages in one building it changes in all buildings.

### Register for School: "Primary Contact Info"

### Building Level: File: Student Registration Settings

## Student Registration “Demographics”

First Name:   
 Middle:   
 Last Name:   
 Gender:   
 Grade:   
 Birth Date (mm/dd/yyyy):   
 Email 1:   
 Email 2:   
 Username:   
 Password:   
 Combination:   
 Resident County:   
 Birth Country:   
 Hispanic-Latino:   
 American Indian-Alaskan Native  
 Black-African American  
 Hawaiian/Pacific Islander  
 White  
 Ethnicity:



## Building Level: File: Student Registration Settings

Student General Data

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Suffix Name
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Birth Date	<input type="checkbox"/> Birth Place
<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Password	<input checked="" type="checkbox"/> Email Address 1	<input checked="" type="checkbox"/> Email Address 2
<input type="checkbox"/> Last School Attended	<input type="checkbox"/> Advisor	<input type="checkbox"/> Locker Number	<input checked="" type="checkbox"/> Locker Combination
<input checked="" type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> Hispanic-Latino	<input checked="" type="checkbox"/> American Indian-Alaskan	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> Black-African American	<input checked="" type="checkbox"/> Pacific-Islander	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Resident District
<input checked="" type="checkbox"/> Resident County	<input type="checkbox"/> StudentID	<input checked="" type="checkbox"/> Birth Country	

## Register for School: “Custom Fields”

Insurance Policy number:   
 Can your Student take Aspirin?:   
 Health Insurance:   
 May we publish your Student's Photo?:   
 May your Student have Internet Access?:   
 Do you want Prom Tickets? (Y or N):



## Building Level: File: Student Registration Settings

Student Custom Fields

- Insurance Policy number
- Can your Student take Aspirin?
- Health Insurance
- May we publish your Student's Photo?
- May your Student have Internet Access?
- Do you want Prom Tickets? (Y or N)
- This student's photo may be taken for inclusion in school
- Can we administer cough drops to your student?

**Custom Fields Note:** Custom Field definitions can only be entered by the JMCADMIN in Building Level: File: Define Custom Fields. Each building must define their own custom fields.

## Setting up Forms for Online Signatures

1. Save the form you want to upload as a PDF document. This can be done in a variety of ways but a common way is to “Print” it to a PDF which saves it as a PDF on your computer instead of printing it to paper.

**Helpful Hint:** You may want to change the form to accommodate the new ways parents will sign the forms. Parents do not sign the form, they enter a signature indicating they have reviewed and agree to the content of the form. Because of this, you will want to remove the signature line from the form and instead add a note saying parents should enter an electronic signature in the online parent portal.

2. Upload the form (s) into JMC in Attendance: Contacts: Contact Forms. Choose the file you wish to upload by clicking the “Choose Files” button and navigating to the form you want to upload and then click “Upload.” You can do this for each form you wish to upload. Add in directions or a description of the form and a signature required or deadline date.

3. Bulk load forms that require a signature to Primary Contacts (Parents/Guardians) by going to Attendance: Contacts: Bulk Load Contact Forms. Primary Contacts will only see the forms that have been attached to their students.

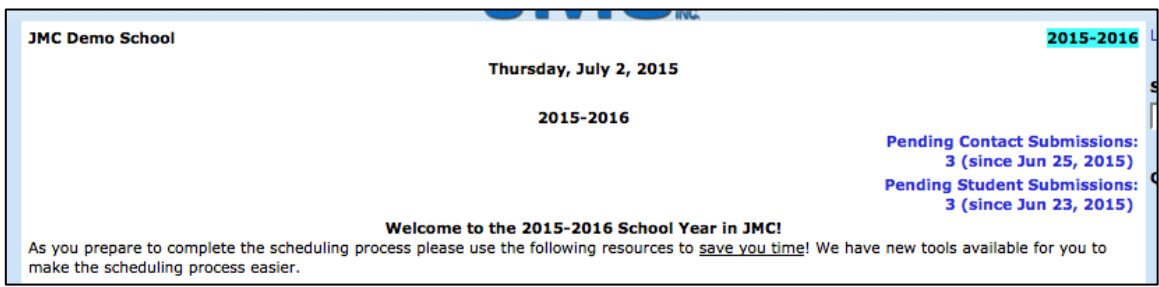
4. Deleting Forms – You have the ability to delete a form in the following two ways:

- Deleting a form from all contacts can be done in Attendance: Contacts: Contact Forms and delete the form from JMC.
- Delete a form from an individual contact can be done in Attendance: Contacts: Bulk Load Forms. Choose the form and the group of people you want to remove the form from and click “Remove Form’s”

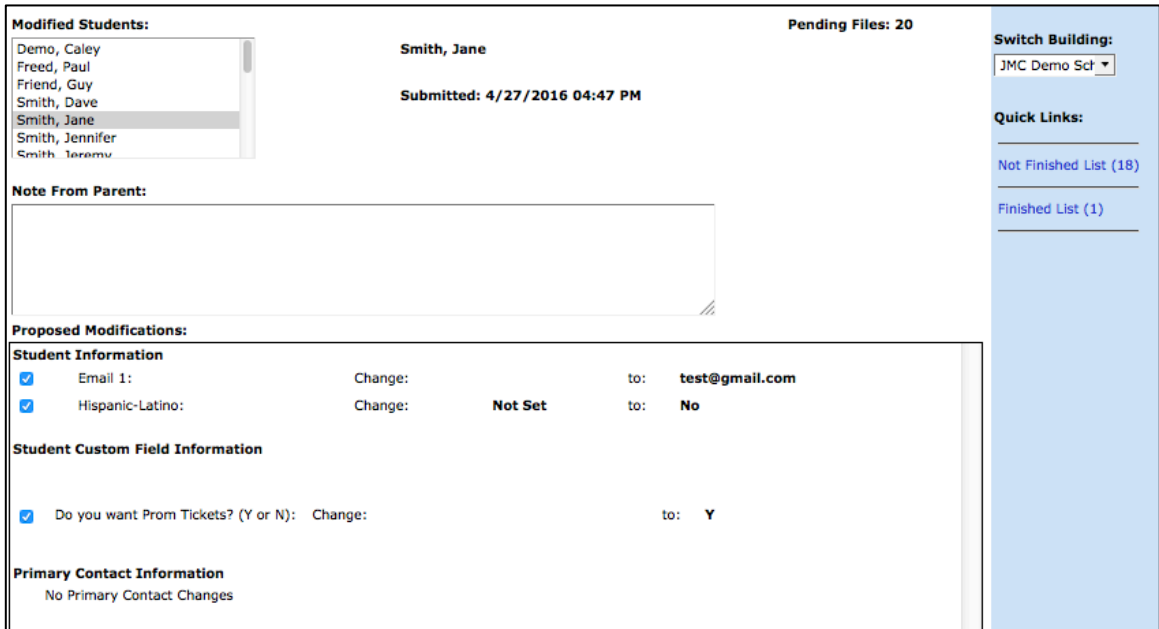
### How to test the Online Registration

Set up a fake student and fake parent and have someone who doesn’t know anything about the registration process go through the steps.

**Retrieving Information:** After parents enter information, you must click on the link on the top of the home page to be taken to the page to accept the submissions.



Clicking on the “Pending Student Submission” link (noted above) will take you to the screen below. If you would like to see a list of parents who have, or have not, completed registration, click on the links here



You can see which parents have signed forms by going to Attendance: Contacts: Contact Form Signatures