

OA & BCIG JMC Information

Accessing JMC via the Internet

JMC is our student information database

By using a web browser, parents can log into the JMC Parent Access module to view data for their children for attendance, report cards, lunch balances, and parent information (addresses/contact data). Parents will also be able to submit changes to their parent information over the Internet.

The parents can then log into the JMC Parent Access module using a web link provided by the school. Visit our school website at www.oabcig.org then click the link on the bottom left-hand side of the page stated JMC. This will bring up a page with the different JMC links to our OA & BCIG JMC systems.

1. Connect to the Parent Access screen using the web link provided by your school.

The screen should appear similar to Figure 1 below; however, the web address will be the web link as provided by your school.

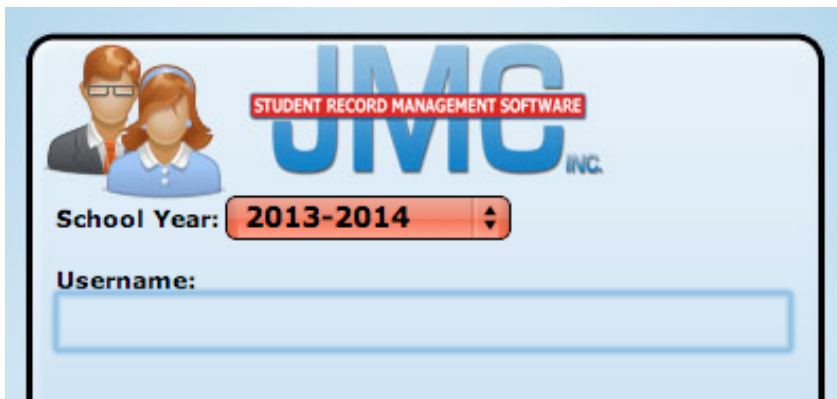


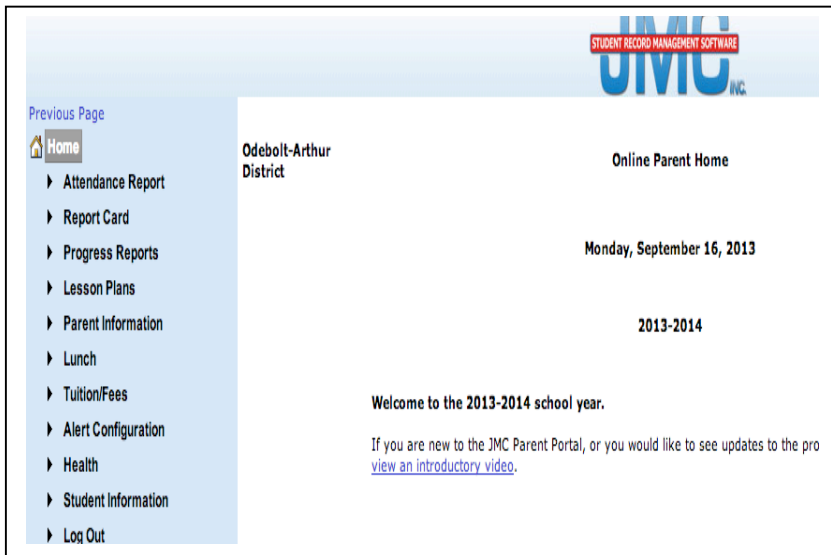
Figure 1: Parent Access login screen. The school year should appear as the current school year.

Note: For security purposes, the characters you type as you enter your password will not be displayed on the screen. Instead, a •••• character will be displayed for each password character typed.

2. Enter your **last name** for the Parent Username.
3. Enter the password that was assigned to you by the school office. **Contact your school office or email tallen@oabcig.org or jweeda@oabcig.org to change your password.**
4. Click on the **Sign In** button.

User Name:

Password:



Attendance Report

To view an attendance report for your children, click **Attendance Report**. Attendance information will be displayed for all children for whom you are a primary contact and will include attendance information spanning from the first day of school to the current date (current date is set

on the parent access server). The attendance information will be broken down by period and type (absent/tardy, excused/unexcused) and will include any reasons entered by the school office staff.

Report Cards

To view a basic report card for your children, click **Report Cards**. Report card information will be displayed for all children for whom you are a primary contact. The report card will include the total graduation credits earned, the course names for which the student is registered, the names of the teachers for the courses, the current year's grades for each term (quarter, semester, trimester, etc.) as well any reported semester exam grades. The report card will NOT include comments, attendance, or GPA information. A report card will be displayed for all children for whom you are a primary contact.

Progress Reports

To view progress reports for your children, click **Progress Reports / Lesson Plans**. A list of available progress reports and lesson plans will be displayed for all children for whom you are a primary contact. The progress report will have the student's current grade and percentage, a scores summary, or comments. Click on the blue hyperlink to expand the window (Qrt 1)

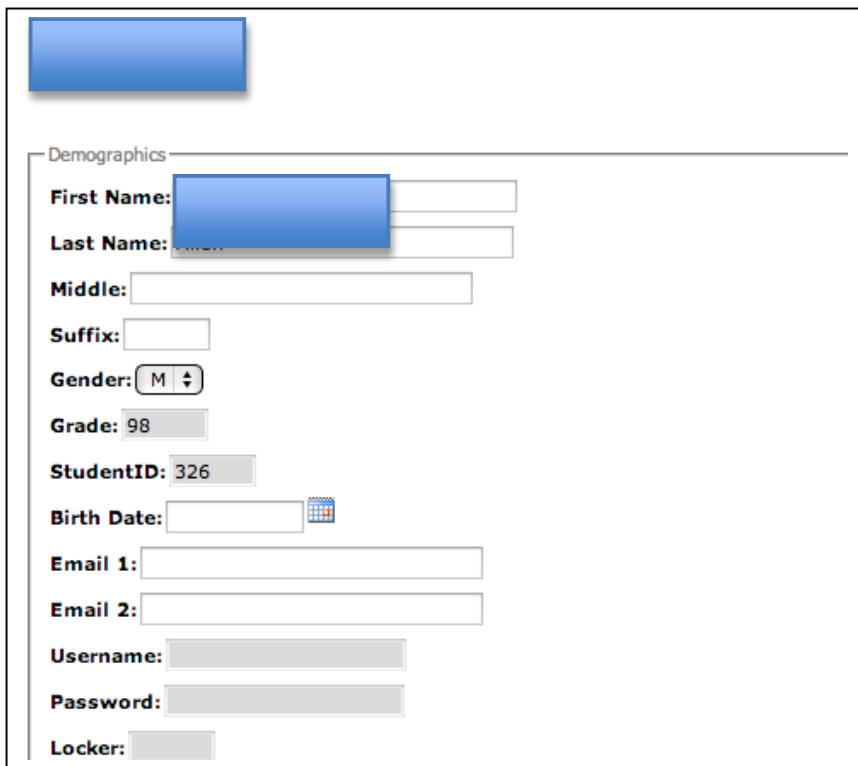
Hex2	6	6 Exp Music		
Hex3	6	6 Exp Art		
Hex4	6	6 Exp Iowa History		
Hex5	6	6 Exp Health		
Sem1	1	6 Math	Qtr1 B- 82.86%	Qtr2
Sem1	2	6 Lang Arts	Qtr1 B 86.25%	Qtr2
Sem1	3	6 Computer	Qtr1	Qtr2
Sem1	3	6 PE	Qtr1 A 40/40 pts = 100%	Qtr2
			Qtr1 D	

Parent Information To view the parents' contact information and/or to submit changes to this contact information, click **Parent Information**. Parents can view and submit changes for the following information:

- first name(s) / last name
- address, city, state, zip
- email addresses
- phone numbers, descriptions, and types (home, work, cell, fax, other)
- an optional comment for the office staff

Parents may make changes to any of the information on this screen and then click the **Submit** button at the bottom of the screen to send the changes to the school. Later, the school office will process parent information update requests. An example of submitting an update request for parent contact information is shown below

Note: Including a comment with your submission may be very helpful to the office staff as they process update requests.



The screenshot shows a web form titled "Demographics" with the following fields: First Name, Last Name, Middle, Suffix, Gender (dropdown menu with 'M' selected), Grade (98), StudentID (326), Birth Date (calendar icon), Email 1, Email 2, Username, Password, and Locker. Several fields are obscured by blue rectangular redaction boxes.

Figure 3: Submitting an update request for parent contact information.

Lunch

To view lunch account balances and transactions for your children's accounts and your family account, click **Lunch**. The first screen will display the account balances for your family account and for student accounts for all students who have this parent designated as either a primary or a lunch contact. Click on the button to the right of Family account balances and a list of all transactions for that account will be displayed.

You can now make online payments to the family lunch account by clicking on the Make Family Account Deposit. This will take you to a PaySchools Website where you will need to set up an account to make online lunch payments.

If you have a student in BCIG Elementary/OABCIG High School as well as OA Elementary/OABCIG Middle School then you will need to make separate online deposits into each JMC lunch system.

Remember that our lunch system is a "FAMILY" Account, so all of your students will use the money that is deposited.

The screenshot displays a web interface for managing lunch accounts. At the top, it shows a **Current Balance: \$8.75** and a link for **Make Online Deposit (Family Account)**. Below this is a table of transactions for the family account:

Date	Transaction	Student	Amount
09/11/2013	Transfer	Larry Allen	-\$3.50
09/03/2013	Transfer	Larry Allen	-\$3.50
08/27/2013	Deposit - Check # PS313		\$10.00
07/15/2013	Carryover from last year		\$5.75

Below the family account table, there is a **Lunch Students** dropdown menu with a checkmark next to **Larry Allen** and **Traci Allen** listed below it. An arrow points to this dropdown menu. Below the dropdown, the selected student's information is shown: **Student: Larry Allen**, **Student ID: 326**, **Grade: Adult**, and **Birth**. Below this is the **Student Balance: \$0.00** and a table of transactions for the individual student:

Date	Transaction	Purchase	Amount
09/11/2013	Transfer		\$3.50
09/11/2013	Adult Lunch Extra Milk		-\$0.30

If the database contains your email address, low balance notices will be emailed to you.

You can view individual student transactions by clicking here.

Alert Configuration: This area allows parents to have an email sent to them in relation to their student's attendance, scores, and grades. To switch between students, click on the drop down box in the top left corner of the white screen area. Make sure to **Save** after you have made your changes (changes must be saved for EACH student).

Student Information: To view your student's information and/or to submit changes to this contact information, click **Student Information**. To switch between children, a toggle menu is provided in the top left corner of the screen. Parents can view and submit changes for the following information:

-Demographics

- first name(s) / last name
- gender, birthdate, birthplace, last school attended
- email 2 (personal) student email addresses

-Custom Fields – special questions the district requests to be answered each year

- **Parent information** is also included where parents can update their Parent Information for each child (contact info, phone numbers, descriptions, and types and leave an optional comment for the office staff)

Parents may make changes to any of the information on the screen and then click the **Submit** button at the bottom of the screen to send the changes to the school. Later, the school office will process parent information update requests. Changes must be **saved** for each child.