

Garner-Hayfield-Ventura Registration

How to Use JMC to Register Online

BEFORE YOU BEGIN:

Please know that using a mobile device, such as a cell phone, does not work well with the registration system. A computer is the best route to complete registration. For those who do not have access to a computer, computers will be available for use.

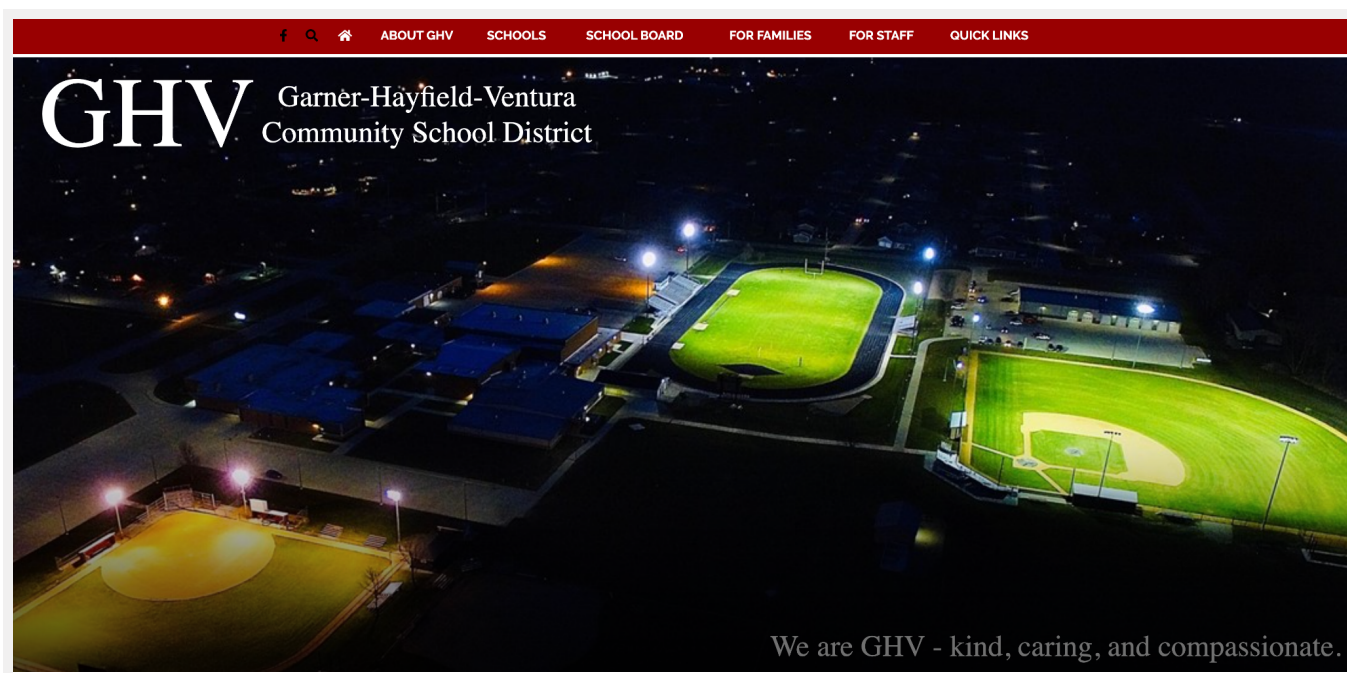
Visit the GHV Website 

Accessing the GHV Homepage and JMC

Pictured below is an example of the GHV home page. Click this link (<http://www.ghvschools.org>) or click the 'Visit the GHV Website' button above to visit our home page.

Things you can do in JMC:

- | | |
|----------------------------|-------------------------------|
| ✓ Register | ✓ Check your child's grades |
| ✓ View the school calendar | ✓ Check your child's schedule |
| ✓ View the lunch menu | ✓ Order GHV apparel |
| ✓ Pay for registration | ✓ ...and much more! |



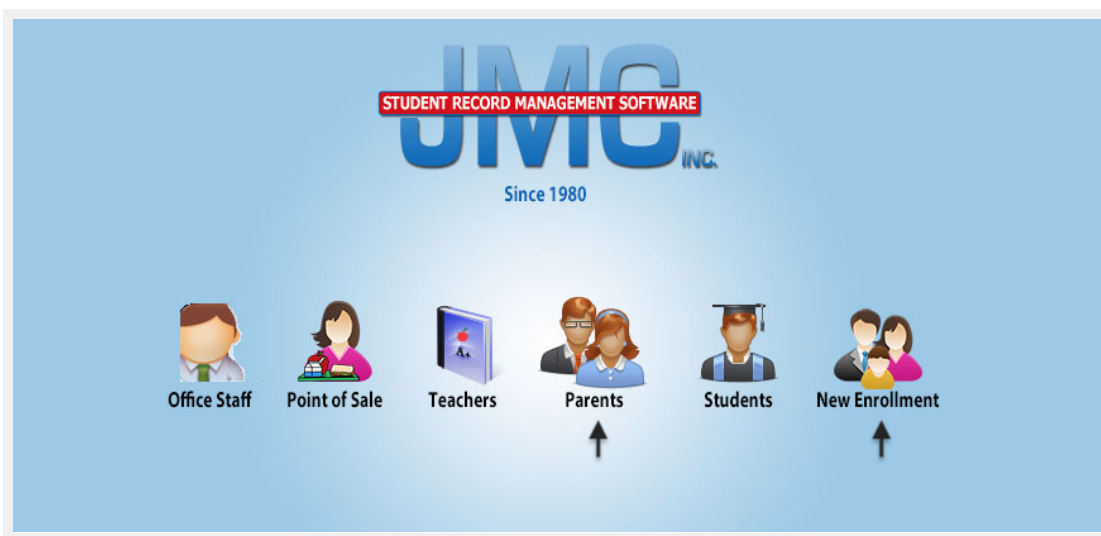
Scroll down the home page to find the grid of links. Click on the **JMC Login** square in the middle of the grid to go to JMC.

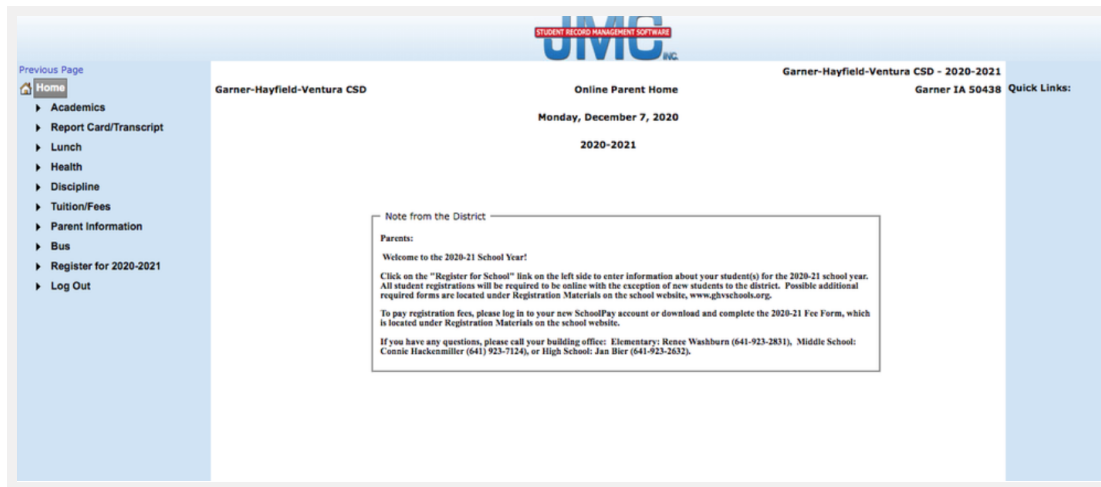


New Enrollment or Current Parent

You will need to choose from one of the following options:

- **Parents icon** (if you have older children on JMC) - Skip ahead to [Register for School](#)
- Please contact the school if you are a new enrollment.





Register for School

Accessing the Parent portal, starting at the beginning:



STEP 1:

Go to the GHV Website and click on JMC Login. (See [Accessing the GHV Website and JMC](#) above.)



STEP 2:

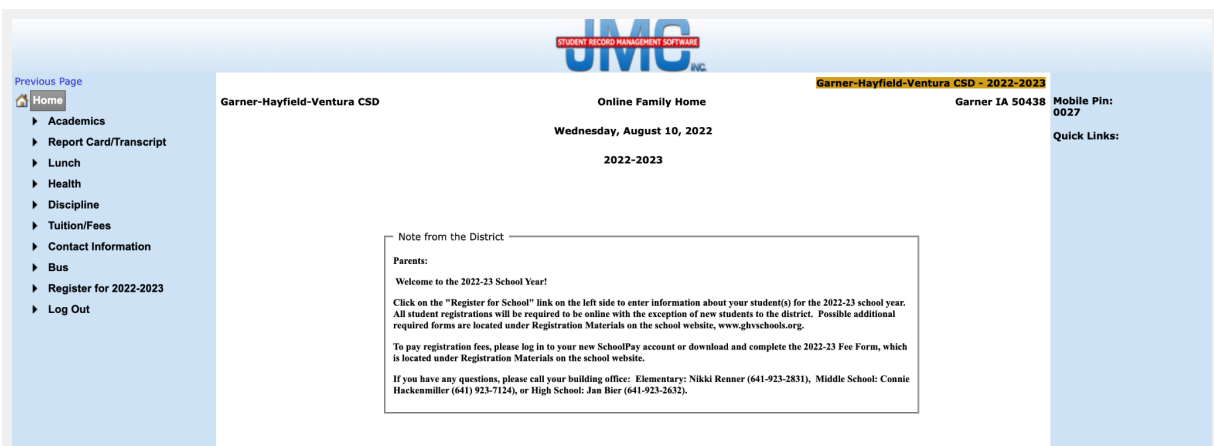
Click on the Parents icon.



STEP 3:

On the login screen, enter your last name as the username and the password **grades**. Please change your password as soon as you can. (Current parents please login with your existing login credentials).

Once logged in, you will find what you need on the left side menu. To register, click on **Register for (year-year)**.



USE THE PROGRESS BAR AT THE TOP TO SEE HOW YOU ARE PROGRESSING DURING THE REGISTRATION.

STEP 1:

The first page is where you can add more phone numbers, such as a work number or email. You are not required to fill out the **Important Messaging Information* on the far right.

This is only the primary contact page. The phone numbers and email addresses here will be the ones we contact when we need to reach you. This is not the emergency contact page. When finished, click the *Next* button.

JMC INC. Garner-Hayfield-Ventura CSD - 2020-2021

Progress: 11% **Next**

Student Registration

Contact Information

Title: First: Lou & Betty Lou Last: Who

Address: 123 North Pole Dr

Address2:

City: Whoville State: IA Zip: 12345

Email 1: lou@gmail.com Email 2: Email 3:

Email 4: Email 5: Email 6:

Email 7: Email 8:

***Important Messaging Information**

Phone 1: 1234567890 Type: Unknown Description:

Messaging service Phone #1

☐ SMS(Text Message)

☐ Emergency/Weather Related

☐ Student/Lunch Related

☐ General School Information

Phone 2: Type: Unknown Description:

Messaging service Phone #2

☐ SMS(Text Message)

☐ Emergency/Weather Related

☐ Student/Lunch Related

☐ General School Information

Phone 3: Type: Unknown Description:

Messaging service Phone #3

☐ SMS(Text Message)

☐ Emergency/Weather Related

☐ Student/Lunch Related

☐ General School Information

Phone 4: Type: Unknown Description:

Messaging service Phone #4

☐ SMS(Text Message)

☐ Emergency/Weather Related

☐ Student/Lunch Related

☐ General School Information

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STEP 2:

On this page, please check to make sure the information is correct, then click the *Next* button.

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Progress: 22% **Next**

Student Registration

Cindy Lou Who - Demographics

First Name: Cindy

Middle: Lou

Last Name: Who

Gender: F

Grade: 0

StudentID: 2819

Advisor:

Birth Date (mm/dd/yyyy): 9/12/2015

STEP 3:

Please answer yes or no, or initial for the permissions for your child.

The screenshot shows the 'Student Registration' form for Cindy Lou Who. The progress bar is at 33%. The form contains several permission questions, each with a dropdown menu and an asterisk indicating a required field. The questions are:

- Child resides with: [dropdown]
- Child will need busing? For rural routes only; busing from building to building will be provided.: [dropdown]
- Are there any legal restrictions concerning this child? If so, please provide legal documentation to the building secretary.: [dropdown]
- Provide name(s) of anyone who is NOT allowed to pick up the child. Please provide legal documentation to the building secretary.: [text input]
- Does this student have internet access @ home? If two-parent household, is internet available @ both locations? If only available @ one location, which location? If internet access changes, please notify building secretary.: [text input]
- I give permission and accept responsibility for my child's independent use of technology (internet access, etc.) through the school in accordance with terms, conditions and guidelines as provided in Board Policy Code 605.6R of the GHV C.S.D.: [dropdown]
- Parents have the right to nondisclosure of student information under the Family Educational Rights and Privacy Act (FERPA) or the Buckley Amendment. Under FERPA, a school designates information that it considers directory information. The next 4 questions relate to release of information.: [text input]
- I give my permission for my child's name and/or picture to be published for participating in school-sponsored activities, including field trips, sporting events, musical activities, etc.: [dropdown]
- I give my permission for my child's name and/or picture to be published for any recognition or award that they or their classmates/peers are receiving. This includes publication on the school's website, local newspapers, and all types of school-approved media.: [dropdown]

At the bottom, it says 'PDF output developed using [Text]Sharp® View JMC in: Mobile'.

STEP 4:

The next step will be filling out the emergency contact information. We will only contact this person(s) if we are unable to get ahold of you.

The screenshot shows the 'Emergency Contacts' section of the 'Student Registration' form for Cindy Lou Who. The progress bar is at 44%. The form includes fields for adding emergency contacts and a section for important messaging information.

Emergency Contacts: [dropdown] [Add]

Emergency Contact Fields:

- Title: [text input] First: [text input] Last: [text input]
- Address: [text input]
- Address2: [text input]
- City: [text input] State: [dropdown] Zip: [text input]
- Email 1: [text input] Email 2: [text input] Email 3: [text input]
- Email 4: [text input] Email 5: [text input] Email 6: [text input]
- Email 7: [text input] Email 8: [text input]

***Important Messaging Information**

Messaging service Phone #1:

- Phone 1: [text input] Type: [dropdown] Description: [text input]
- ☐ SMS(Text Message)
- ☐ Emergency/Weather Related
- ☐ Student/Lunch Related
- ☐ General School Information

Messaging service Phone #2:

- Phone 2: [text input] Type: [dropdown] Description: [text input]
- ☐ SMS(Text Message)
- ☐ Emergency/Weather Related
- ☐ Student/Lunch Related
- ☐ General School Information

Messaging service Phone #3:

- Phone 3: [text input] Type: [dropdown] Description: [text input]
- ☐ SMS(Text Message)
- ☐ Emergency/Weather Related
- ☐ Student/Lunch Related
- ☐ General School Information

Messaging service Phone #4:

- Phone 4: [text input] Type: [dropdown] Description: [text input]
- ☐ SMS(Text Message)
- ☐ Emergency/Weather Related
- ☐ Student/Lunch Related

STEP 5:

The next page is the medical information. Please fill out everything. It is very important that we have all the current and correct information.

us Page
Home
Academics
Report Card/Transcript
Lunch
Health
Discipline
Tuition/Fees
Parent Information
Bus
Register for 2020-2021
Log Out

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View JMC in: Mobile

Once you are finished with the medical fields, you can click *Next* until you have completed your registration.

Thank you!



Website:

www.ghvschools.org

IF YOU HAVE QUESTIONS, WE HAVE ANSWERS...

GHV Elementary School

620 West 11th Street
Garner, IA 50438

Phone: 641.923.2831

Email: nrenner@ghvschools.org

GHV Middle School

620 West 11th Street
Garner, IA 50438

Phone: 641.923.7124

Email: chackenmiller@ghvschools.org

GHV High School

605 West Lyons Street
Garner, IA 50438

Phone: 641.923.2632

Email: jbier@ghvschools.org
bhawe@ghvschools.org