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.

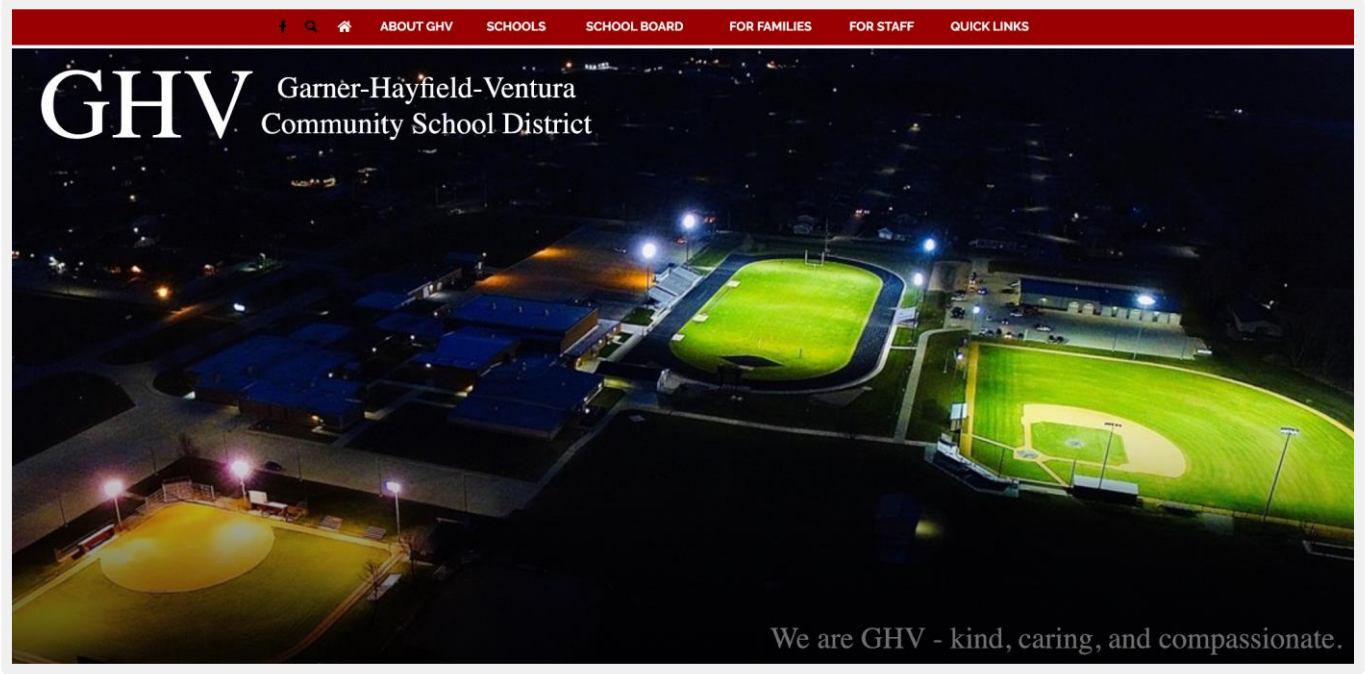
Visit the GHV Website

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

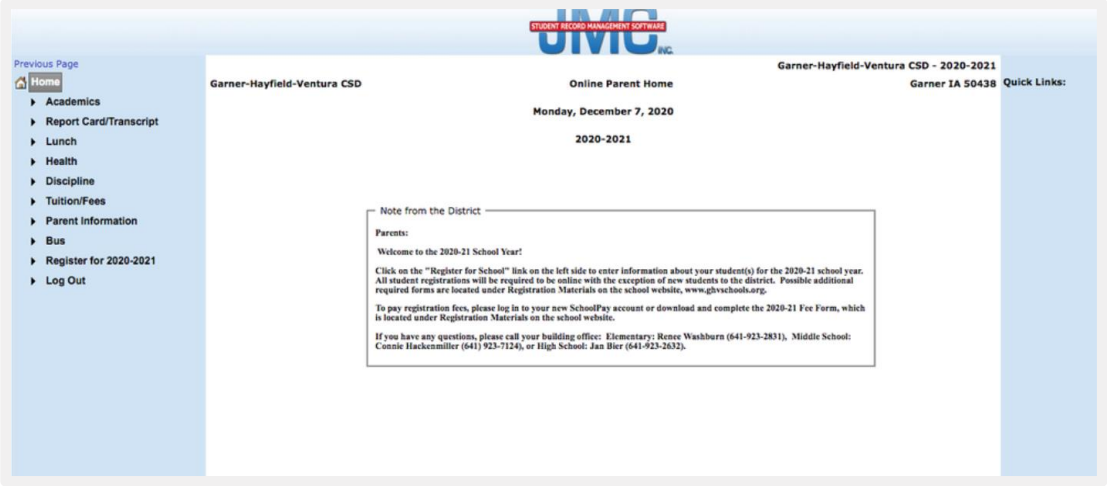


Scroll down the home page to find the grid of links. Click on the **JMC Login** square in the middle of the grid to go to JMC.

New Enrollment or Current Parent

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

- Parents icon *(if you have had children in JMC)* - Then click Register for School
- Please contact the school if you are a new enrollment.

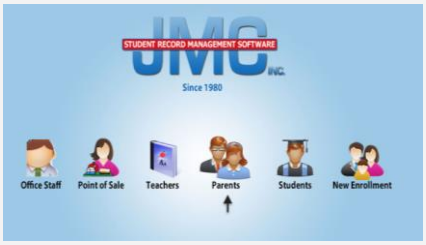


Register for School

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.*)



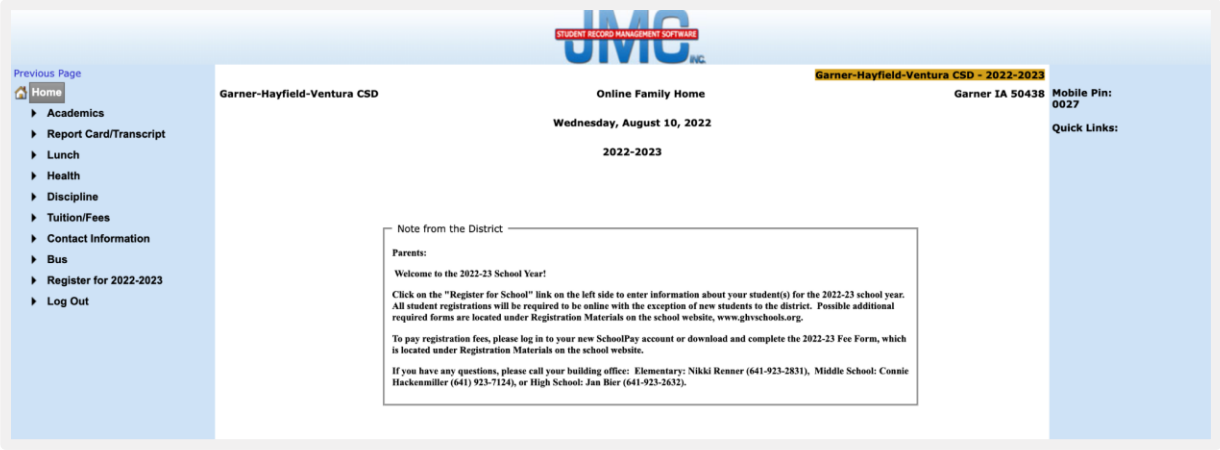
STEP 2:

Click on the Parents icon.

STEP 3:

On the login screen:
New to JMC: enter your last name as the username and the password given by building administrative assistant. You will be able change your password when you are completing registration
Current Parents: please login with your current login credentials.

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

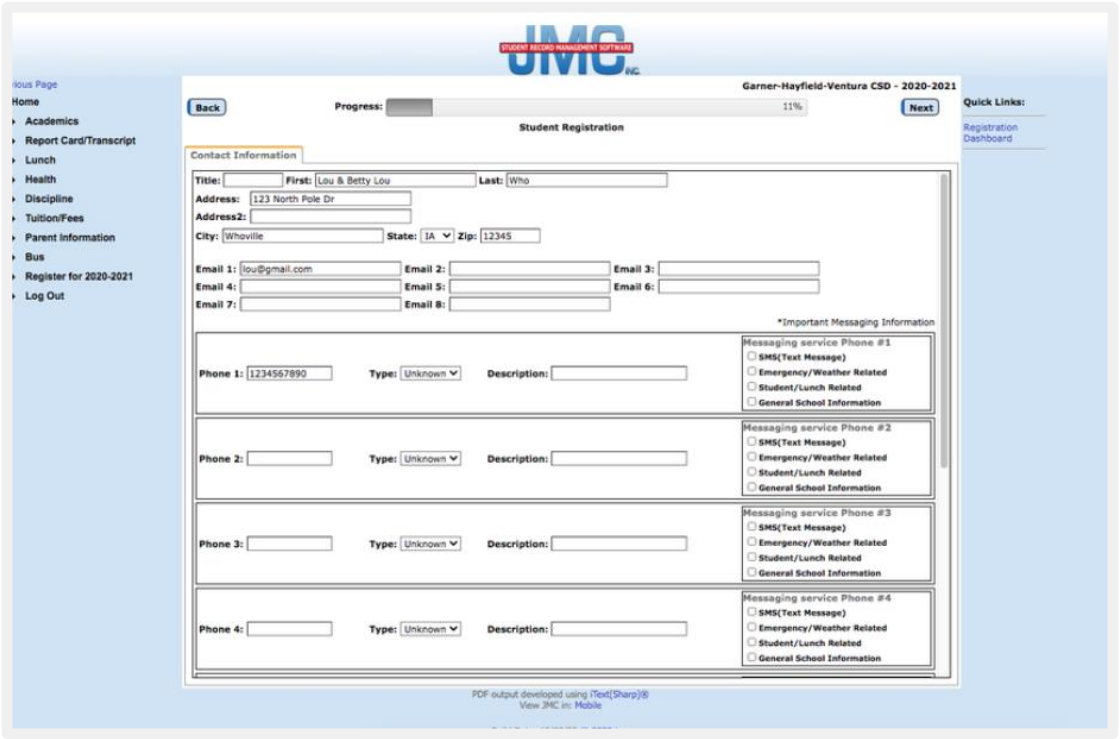


USE THE PROGRESS BAR AT THE TOP TO SEE HOW YOU ARE PROGRESSING DURING THE REGISTRATION.

STEP 1:

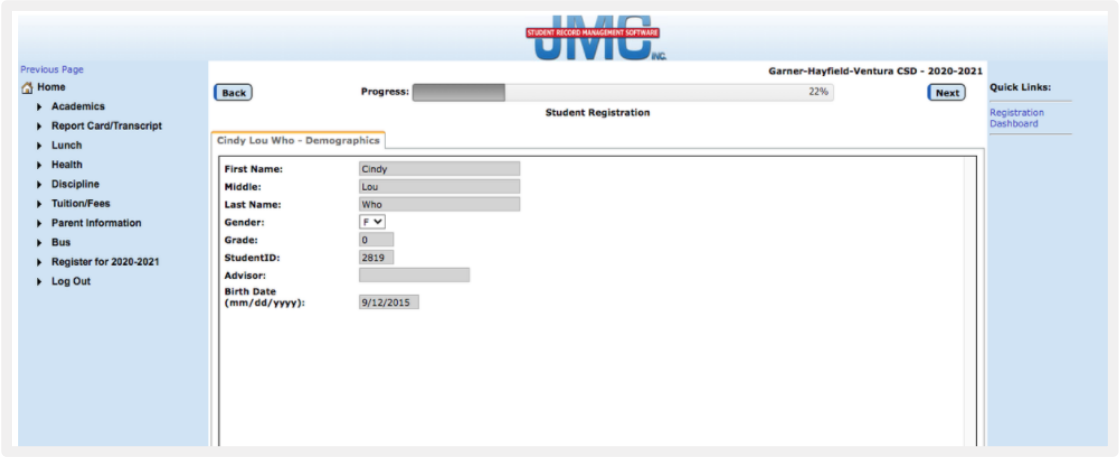
The first page is where you can add more phone numbers, such as a work number or email. You are not required to fill out the **Important Messaging Information* on the far right.

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.



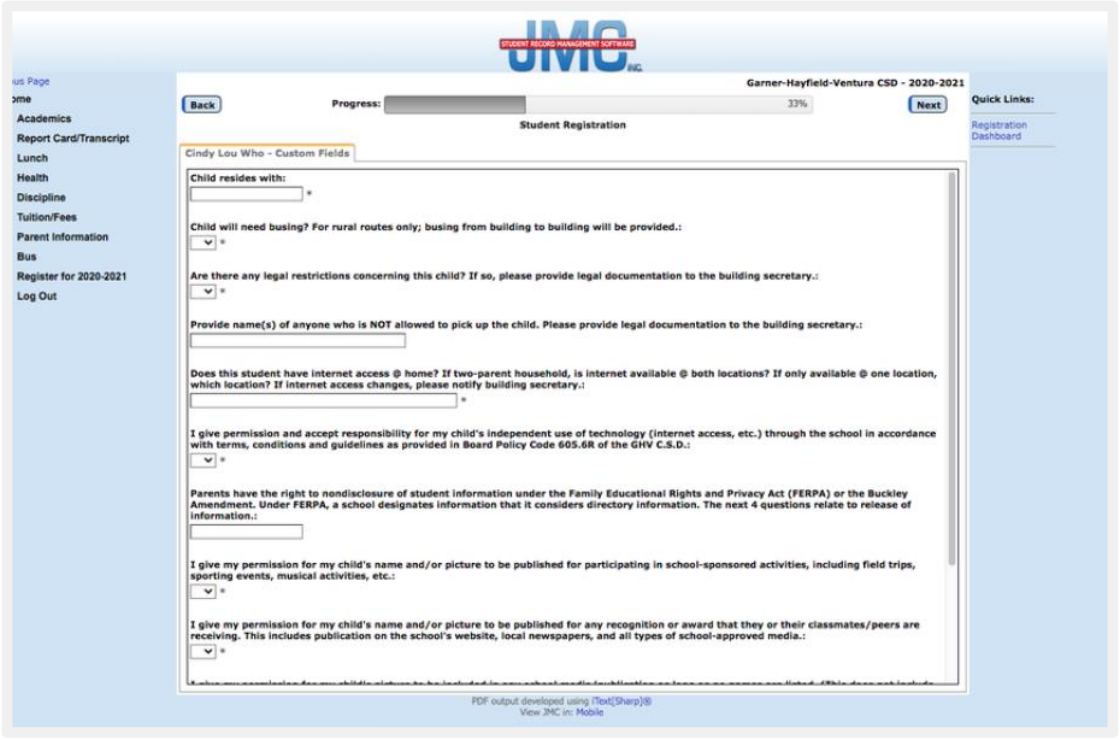
STEP 2:

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



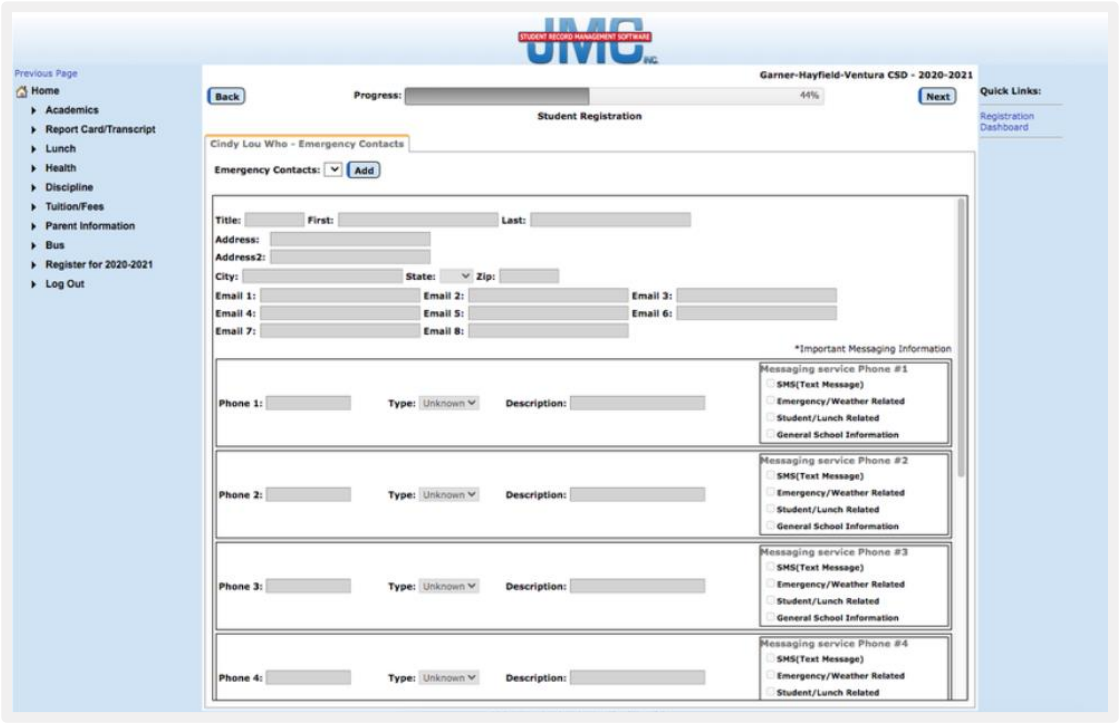
STEP 3:

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



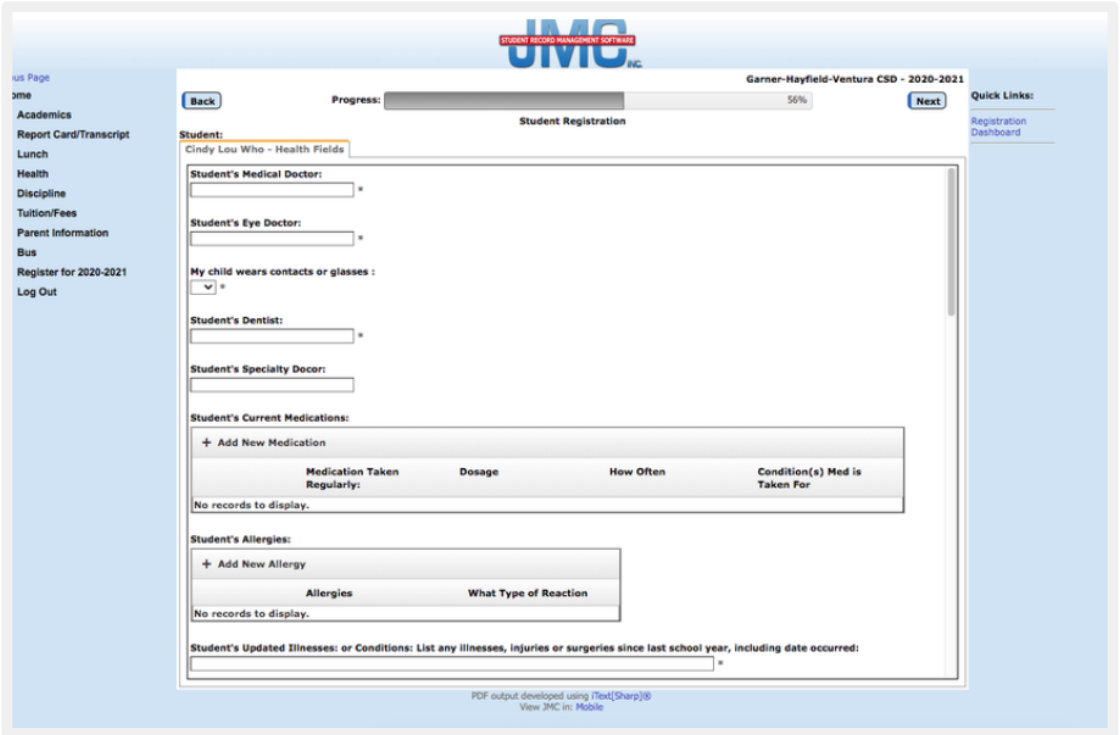
STEP 4:

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.



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.



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 PS-8 Building
620 West 11th Street
Garner, IA 50438

Phone: 641.923.2831 - Monica Wellik
Email: mwellik@ghvschools.org

GHV PS-8 Building
620 West 11th Street
Garner, IA 50438

Phone: 641.923.7124 - Cherie Yoder
Email: cyoder@ghvschools.org

GHV High School
605 West Lyons Street
Garner, IA 50438

Phone: 641.923.2632 - Jan Bier & Beth Hawe
Email: jbier@ghvschools.org
bhawe@ghvschools.org