

Below are 6 quick steps for 2017-2018 online registration.

6 Quick Steps for “Rollover” Online Registration

The 6 Quick Steps for “Rollover” Online Registration.

1. Log onto Parent Portal (Click [HERE](#) for detailed instructions, if needed)
2. Click on Student Registration, follow steps below: (Click [HERE](#) for detailed instructions, if needed)
3. View Tuition/Fees In Parent Portal (Click [HERE](#) for detailed instructions, if needed)
4. Set Up Alert Configuration in Parent Portal (Click [HERE](#) for detailed instructions, if needed)
5. Pay Fees and Lunch on PaySchools (Click [HERE](#) for detailed instructions, if needed)
6. Click [HERE](#) to find other information such as: Free and Reduced Forms, Physical Forms, Transportation Request (rural only), Yearbook Order, Handbook, Parent Portal Information, and much more).

Directions for using JMC Registration

Listed below are the directions to register your student in JMC:

1. Download, read and accept the necessary forms for your student below: (note- use the back arrow at the top of the page to return to the Registration Page). When finished with each page, click on the "next" button at top right
2. 2nd Page - Contact Information. Make sure to check the phone # to receive the emergency/weather related information from the school.
3. 3rd Page - Demographics. Check this on each Child
4. 4th Page - Custom Fields. If filled out last year, check information for accuracy. If blank, click drop-down to answer "Y" or "N" for each question. Do this for each Child.
5. 5th Page - Add Comments for Office Staff
6. 6th Page - You Are Done!

Detailed - Written Instructions for 17-18 Online Registration

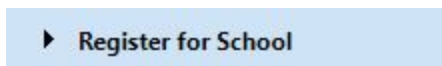
- 1.) Go to wbisd.com, Click on Parent Links at top right of page.
- 2.) Click on JMC Access (<https://wbschools.onlinejmc.com/>) Choose Parents



- 3.) Log into JMC
username: Parent/Guardian's Last name
password: Password you have been given by school
Note: If you do **NOT** have a password or cannot remember it, please contact your school building office.

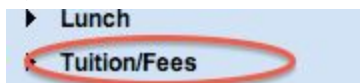
A screenshot of the JMC login page. At the top, it says "STUDENT RECORD MANAGEMENT SOFTWARE" and "JMC INC." with a logo. Below that, there is a "School Year:" dropdown menu set to "2017-2018". There are two input fields: "Username:" and "Password:". Below the "Username:" field, it says "Username is required." in red. Below the "Password:" field, it says "Password is required." in red. There is a checkbox labeled "Change password" which is unchecked. At the bottom, there is a "Language:" dropdown menu set to "English" and a "Login" button.

- 4.) Click on Register for School



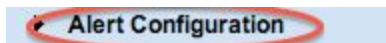
- 5.) Follow the detailed instructions at the top of the Student Registration page

- 6.) Click on Tuition/Fees



View what Tuition and Fees need to be paid for **each** student

- 7.) Click on Alert Configuration



Sign up to be notified if your child is marked absent for a period, is missing a score, and set a Grade Alert per your discretion (**Grade Alert is only applies for students at Schuler, AMS, and AHS**).

Detail Video on the link below regarding the Alert Configuration Module

http://jmcinc.com/resources/view/parent_access_parent_alerts

8.) Take a tour of Parent Portal

Detail video on the link below regarding the Parent Portal

http://jmcinc.com/resources/view/parent_portal_introduction

9.) Pay Fees and Lunch

Go back to wbisd.com, Click on **Parent Links** at top right of page.

Click on **PaySchools** link.

<https://parent.payschools.com/categories.asp?id=353FED9C0A7F4C43B6E11FAE52F7394D&>

10.) Click on **Your Online Profile**.

Your Online Profile

Please Register or Sign In

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PaySchools Support: Support@Payschools.com or (866) 729-5353

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West Burlington Independent Schools
Phone 319-752-8747 xt3

11.) After logging in, choose **Your Students** and link students to your account if needed.

13.) Choose **Available Products** and follow instructions and prompts for each.

Choose the services and fees that you need to pay for your students.

14.) Choose Step 1, to add money to your lunch account.

Skip to Step 2 if you do not wish to add money to your lunch account

PaySchools

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms and Conditions
- Contact Information
- Admins Only
- Sign Out

Available Items – West Burlington Independent Schools

PaySchools

These are items offered by **West Burlington Independent Schools**.

If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make purchases on PaySchools®.

Select A Category
Please select a category to order from by clicking on one of the available categories listed below.

- [Step 1-PK-12 Lunch *](#)
- [Step 2-Book Fees](#)
- [Step 3-Activity Tickets](#)
- [Step 4-Yearbooks](#)
- [Step 5-Additional Fees](#)

* Categories marked with an asterisk (*) offer automatic updates. Clicking that category will direct you to the parent portal for that program. After you make your selection, you will be directed to the PaySchools® site to complete the purchase.

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15.) Choose Your **Shopping Cart**  and finish paying your fees and lunch account.

16.) You are finished! Any questions, please contact your child's building or the district office. Thank you!