

JMC_{INC.}

"Bringing computing ease to your student record needs"

DOCUMENTATION **~ONLINE COURSE REGISTRATION~** **Student Version**

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Registering for Courses

By using a web browser, students can log into the JMC Course Registration module to submit course requests to the guidance counselor's office.

Only students who are entered into the JMC database may log into the JMC Online Course Registration module via the Internet.

Currently enrolled students may log into the JMC Course Registration module using a web link provided by the school. Please contact your school for details regarding this web link.

Note: Either Netscape or Internet Explorer can be used for parent access. Version 3.0 of either of these common web browsers should be acceptable; however, version 4.0 or higher is recommended. Other browsers such as AOL or CompuServe may work, as well, depending on the version being used.

1. Connect to the Course Registration 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.

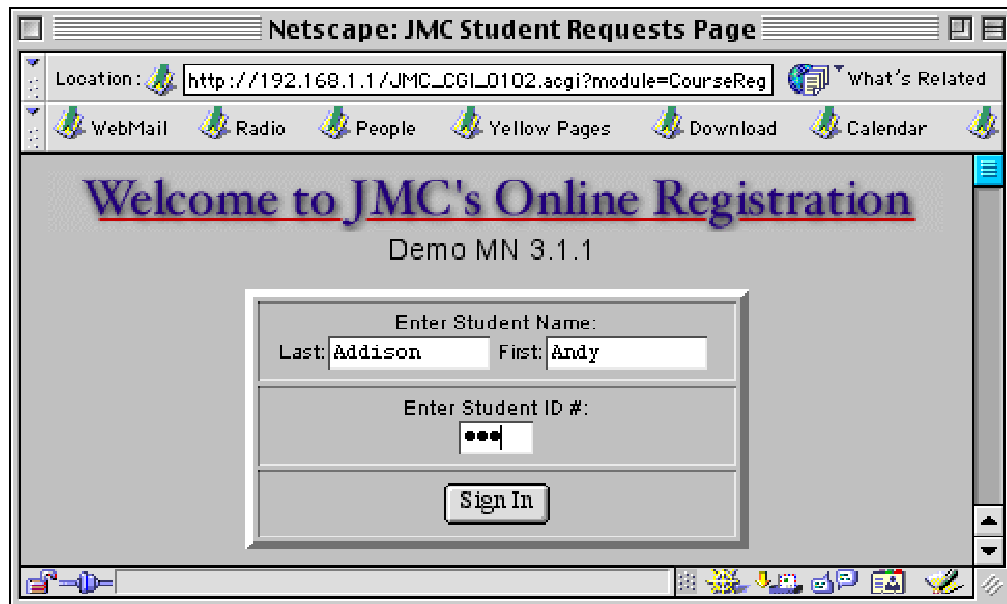


Figure 1: Login screen for JMC Online Course Registration

2. Upon successfully logging into the Online Course Registration, the screen will appear similar to Figure 2 shown below.

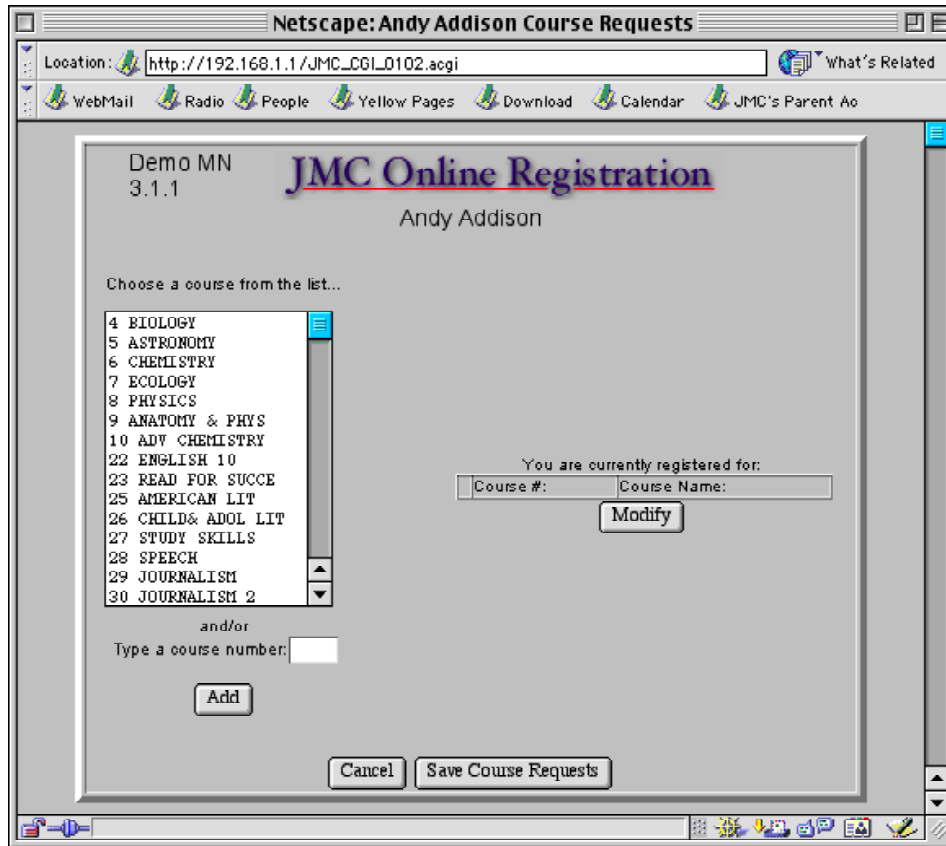


Figure 2: Student is logged in and ready to place course requests.

3. Course requests may be generated using the buttons and course list on the screen shown in Figure 2.

Selecting a Course Selecting a course can be accomplished by either scrolling to display the course and then clicking on the course title or by entering the course number in the box labeled **Type a course number**. Various key combinations such as shift-click, control-click, or command-click may allow you to select multiple courses to add at a time, depending upon your operating system and browser.

Add button A course may be added to the list of registered courses on the right side of the screen by first selecting the course on the left side of the screen and then clicking on the **Add** button in the lower left corner of the screen.

Modify button Courses may be removed from the registered courses list on the right side of the screen by first removing the check mark from in front of the requested course and then clicking on the **Modify** button. See Figure 3 on the next page for more details.

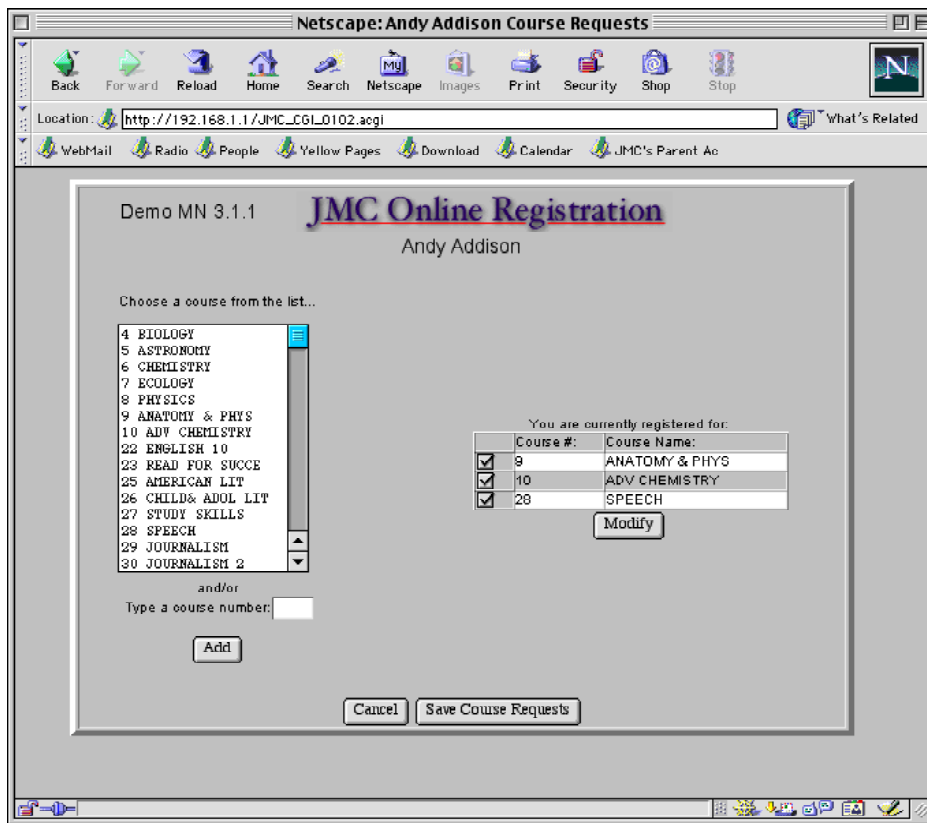


Figure 3: Three courses have been requested by the student.

Cancel button To exit the course registration screen and return to the login screen, click on the **Cancel** button.

Save Course Requests button To save the requested courses and exit the course registration screen, click on the **Save Course Requests** button. A screen similar to Figure 4 will appear which displays the course requests and provides a **Close Session** button for the user to log out of the course registration software.

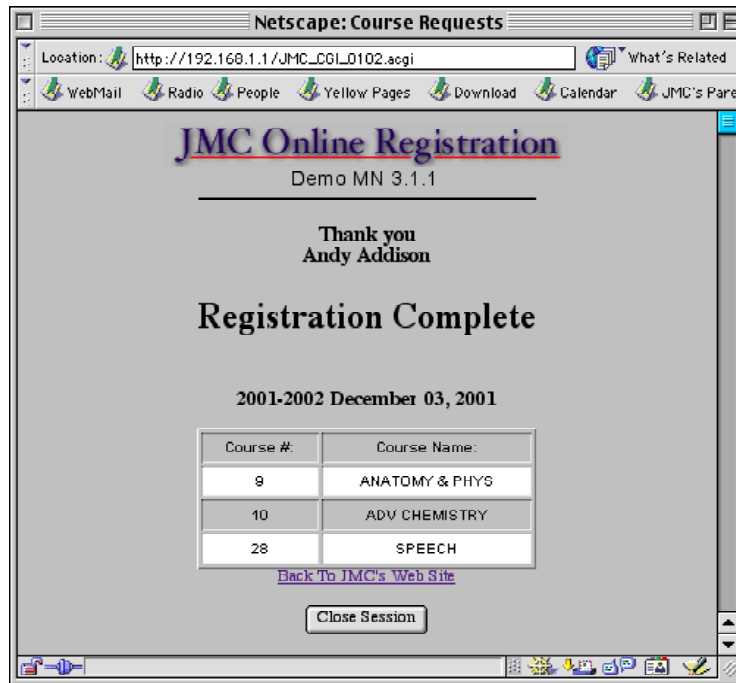


Figure 4: Screen for closing the student's course registration.