

New Client Checklist – Office Professionals

Thank you for choosing JMC. This form will be a guide for you as you learn how to use JMC. If you have any questions at any time please call tech support at 800.524.8182.

1. Go to our website:
WWW.JMCINC.COM

2. Click on Resources (drop-down menu) located on the left side column of our website. Familiarize yourself with the items listed there.

3. Review the New Clients page to get an overview of resources, training and modules JMC offers.



4. Check out the Instructional Videos available to you.

5. We have a variety of different types of documentation available.

6. The Secretary/Office Professionals page will give you added instructions for different tasks. After you learn the basics of JMC this is the page you will visit most.

This is a general outline we like to see our new Office Professionals follow.

Spring: January - June

- Have your Technology Professional install the JMC Office Application on your computer.
- Go to <http://www.jmcinc.com/resources/instructional-videos> and view the *JMC Office Part 1*, *JMC Office Part 2* and *JMC Office Part 3* instructional videos. Start working with your data. Practice adding new students and enter parent information. Compile questions.
- Attend the Spring Q&A Web Session.

Summer: June - July

- Download the “Starting the 10-11 School Year Checklist for New Schools” from the New Clients page on our website. Call JMC with questions. Start completing the steps and watch the following instructional videos in preparation for the upcoming school year.
 - Dropping and Adding Students • Student Info Forms
 - Scheduling Video (pertinent to your school’s grade levels)

August

- Before the on-site training watch the following instructional videos and compile questions.
 - Entering Daily Attendance
 - Online Parent Access/Online Modules
 - Student Lists (This function allows you to create customizable reports.)
- Attend On-Site Training. The on-site training will not introduce much new information. It will be primarily Q&A. Topics covered at the on-site training will be:
 - ✓ Questions compiled by the Office Professionals
 - ✓ Daily Attendance
 - ✓ Dropping and Adding Students
 - ✓ Activities
 - ✓ Edit Student Data Screen
 - ✓ State Reporting
 - ✓ Online Modules
 - ✓ Student Lists
 - ✓ Midterm Grading

End of the First Grading Term

- Download and use the “End of Grading Term” checklist.
- Contact JMC to get the Transcript conversion underway. After receiving your converted Transcripts watch the “Transcripts” instructional video.