Nashua-Plainfield Schools

Huskies

Directions for Accessing the JMC Parent On-Line Student Information

1. Go to the Nashua-Plainfield website
   - www.nashua-plainfield.k12.ia.us
2. Along the left side of any of the main pages click on the **JMC On-Line** button
3. This will take you to the main JMC On-Line Access page
4. Click on the **Parents On-Line Access** link
5. On the JMC log in screen
   - Enter your **user name**
     1. This will be the <u>last</u> <u>name</u> of the person listed as the primary contact.
   - Enter your **password**
     1. This will be the password you supplied to the school

Please note: *When you have signed off of your student's records, make sure you quit the Internet browser (Internet Explorer or Netscape, etc.). We have found by not quitting the browser that, even though a person signs off, log on information is kept in the history and access to a student's records is still available without the need to enter log in information. As an additional precaution, restarting your computer after your session never hurts either.*

Guidelines for choosing a password

Because of the confidential nature of the information to which this password provides access, it is essential that you use great care in selecting a password and keeping it safe. Do not provide this password to anyone you do not want to have access to your student's records.

- Passwords must be between 4 and 8 characters
- Letters and numbers may be used in combination
- No punctuation marks, spaces or special characters may be used
- All letters will be **lower case**. **No CAPITAL letters**.

Please fill out all information completely.   **Please print all information.**

Please return this portion to any school office.

Parent's Name: _____   _____

First Name   Last Name

Phone Number: _____

Student's Names: _____ _____

Desired password: _____