

SchoolView Setup

Jackson County Central's New Online Parent Access

Using SchoolView is easy. When you sign up for SchoolView, you will be given an access key. You only have to use this access key once to set up your account with your own user name and password.

1. Log onto the Internet and go to: <http://www.jccschools.com> click the "**On-Line Parent Access**" link. You will want to bookmark this page or add it to your favorites list.
2. Click "yes" if a security alert message displays.
3. Click on "I haven't registered yet."
4. Enter **2895** in the district box.
5. Enter your access key in the "Your SchoolView access key" box. Be sure to type this case-sensitive key very carefully. Then click on **Continue**.
6. You will be asked to validate your access key by giving the birth date of your oldest child enrolled in the district. Enter the date and click **Continue**.
7. Now you can set your own user name and password. Be sure to choose ones that you will remember easily because you will use them for all future logins to SchoolView. Your password should:
 - Start with a letter, not a number
 - Be at least 8 characters long
 - Include at least one number 0-9
 - Not include any spaces
 - Not repeat any character more than 3 times in a row
8. Confirm your new password. Remember, your password is case-sensitive.
9. Answer the questions that will be used to give you a new password in case you forget your original one. Select the questions from the pull-down menu and type the answers in the appropriate boxes.
10. Click on **Login**.
11. Choose the child's name whose information you want to see.

Now that your SchoolView account is set up, you can subscribe to the automatic attendance alert, which will send you an e-mail any time your child is marked absent in class. Just follow these steps:

1. Put your cursor over the **My Account** link at the top right side of the screen.
2. Click on **My Info**.
3. Add or edit your e-mail address.
4. Check the **Attendance alert** box at the bottom of the page
5. Click on **Update**.

You're all set now to use SchoolView any time. When you have finished viewing information about your student, be sure to click on the **Log Out** link.

If you need help at any point, call

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