JMC Inc
800.524.8182

New Client Checklist – Technology 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.

Spring: January – June

❒ 1. Contact JMC to convert your data from your previous system and install your JMC Data. We prefer to convert your data after you have completed your scheduling process but that is not necessary.

❒ 2. If we are hosting for you we will provide you with the necessary links. If you are hosting your own data we will guide you through the instalation process. If you have any questions about hosting data on your server or JMC hosting data contact Eric at JMC. 1.800.524.8182 x222.

Summer: Late July – Early August

❒ 3. Make the IP Address for the GradeBook available to teachers by email or on your school's website.

❒ 4. Download the "Starting the 13-14 School Year Checklist – New Client" from our website. Review the steps necessary to start the school year. Call JMC with questions.

August

❒ 5. Download and install the POS application onto any "lunchroom" computers that will be charging meals or al la carte items.

❒ 6. Download and install the Form Designer application onto one computer in each building to create standards and benchmarks forms, custom report cards, or student information forms.

❒ 7. Attend August Training if needed. Typically the Technology Professional makes themselves available for questions during the August training, but won't attend sessions that do not apply to them. We want all technology questions to be answered before the August training as the trainer visiting your site may not be able to answer technology questions.

❒ 8. Make the IP Address for Online Parent and Student Access available on your school's website.