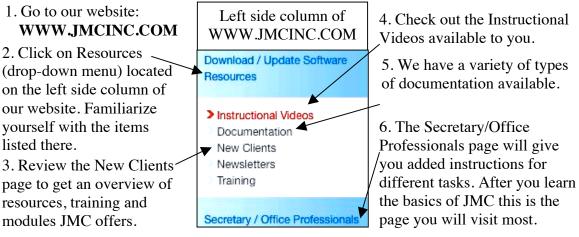
JMC Inc 800.524.8182

# **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.



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

### Spring: January - June

Go to http://www.jmcinc.com/resources/instructional-videos and view the "Office" Intro 1 Next-Gen," "Office Intro 2 Next-Gen" and "Office Intro 3 Next-Gen" instructional videos. Start working with your data. Practice adding new students and enter parent information. Compile questions.

□ Attend the Spring Q&A Session.

### Summer: June - July

Download the "Starting the 13-14 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.

- Student Info Forms
- Scheduling Video (pertinent to your school's grade levels)

### August

Before the August training watch the following instructional videos and compile questions.

- Online Parent Access/Intro to Online Modules • Period Attendance
- Student Lists (This function allows you to create customizable reports.)

□ Attend the August training. The August 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
- ✓ State Reporting
- ✓ Dropping and Adding Students
- ✓ Online Modules

- ✓ Activities
- ✓ 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.