

Boyceville Community School District Staff JMC Online Notification Access Instructions

- Step 1:** Go to our Website - www.boyceville.k12.wi.us
- Step 2:** You can click on either the **JMC** icon at the top of the page or you can go to “**Staff Access**” on the home page and then click on the **JMC** icon on the right-hand side.
- Step 3:** Click on the **Family** icon (not the teacher or office staff icon). Enter your Username (**last name only**) and your Password that you were given for the staff messaging – not your teacher or office staff log-ins.

If you wish to change the password you may do so by checking the “Change Password” box and following the on screen instruction (If you haven’t changed your password I can give it to you, if you have changed it and can’t remember it, we may need to reset it). Click on the “Sign In” button.

- Step 4:** Once you are logged in, click on the “**Contact Information**” tab to review or update your contact information.

- List your contact information that you want used to be contacted for emergencies announcements, i.e. school closings, school delays, etc. This is the information that will be used by the Online Notification system. Each email address listed will be sent a notification by this system. For each phone number you want to receive the notification on, click on the “Emergency/Weather Related” box. If you want a text message for a particular phone/s, be sure to click the SMS – Text Message box as well. **Be sure to click on Save prior to exiting.**

When entering phone #s, especially in the case of cell phone #s they need to be listed separately as

000/000-000. I have noticed some #s entered as 000/000-000/01 meaning the spouse has the same number except for the last two digits. Again the phone system would not be able to recognize this and a call would not go through. Please list both numbers separately and you can indicate as mom’s cell or Joe’s cell, etc.

- For those of you who are staff members as well as parents of current students, the system is supposed to cross-reference and only send one message to each contact you have set up. In other words, you won’t get an email/call for yourself and one for your student/s. If this happens, let us know & we will look into it. You may also want to click on the “General School Information” box. This will be used for Early Release reminders, etc.

I noticed some of you have our school # (as work) which is fine, except please update it to the 715-643-3647 rather than the old 4321 or 4331 and do not click that as an Emergency Contact as the phone call would go to the automated system and would not be deliverable.

If you have questions or concerns about how to use JMC please feel free to contact any office – Erika Sudbrink (TCE) Ext. 111, Nancy Pustol (MSHS) Ext. 439 or Rachael Simmerman (MSHS) Ext. 440, or Alesha Kersten (District Office) Ext. 220.