



JSchool Online Portal



PARENT MODULE

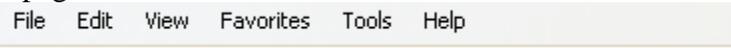
SECTION ONE

BASICS

This section outlines the basic things you need to know before accessing the jSchool Online Portal, and the later part shows you how to access the portal.

1.1 Understanding key Internet Explorer Terms

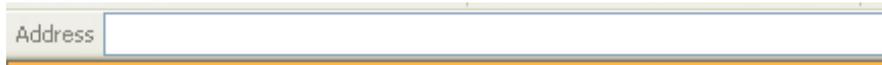
1. At the top of each page is the **Page Title**.
2. Under the page title is the **Browser Menu**.

A screenshot of the Internet Explorer browser menu bar, showing the following options: File, Edit, View, Favorites, Tools, and Help.

3. Just below the *Browser Menu* is the **Browser Toolbar**



4. Beneath the *Browser Menu* is the **Address Bar**



1.2 Understanding Database Terms

1. **Field:** is a single item of information about a person, place or thing- for example, Location name, department, or site represents single information about inventory storage location.
2. **Record:** is a group of related fields that contain all of the necessary data about a specific object or entity or thing.
3. **Table:** is a group of related records. Each record in a table pertains to the same topic and each contains the same type of information. In other words, each record in a table contains the same fields. The tables in the **jSchool Online Portal** are available by selecting the corresponding view sub menu option under the corresponding main menu option.

1.3 Accessing the jSchool Online Portal

1. Click the **Start** button on the windows taskbar.
2. Click the **Internet Explorer** Icon on the **Start Menu**
3. Type **xxxxx.jschool.com.ng** in your browser **Address bar** below. Where **xxxxxx** is your school short name as created for your school. E.g. **wazobia.jschool.com.ng**, for Wazobia national school. Your school code is indicated on your jSchool portal card.
4. Press the **Enter** button on the computer keyboard or click the **Go** button.
5. If your computer is connected to the network you will see the **jSchool Portal login page**.



1.4 LOGGING IN AS A NEW USER

As a new user, after buying the jSchool online portal card, you are required to do user-registration before logging-in proper into the portal. The steps for the user-registration are given below.

1. Place your cursor on **New User? Click Here** and click once.
2. A user registration page will be displayed.
3. Fill in all the required information and click **Submit** to complete registration.
4. You can always click **Reset** to re-type your information.
5. Click **Login** to go back to the login page and enter your username and Password to log into the **jSchool online portal** properly.

NOTE: Your username and password that you will enter to log-in is the one that you have registered with on the user registration page on purchasing the jSchool online portal card.

1.5 Mobile Registration

Parents can also register by sending an SMS to **0809 790 8000** in the following format:

JSREG SchoolCode PINCode FirstName LastName Password StudentAdminNo

Where:

1. JSREG = JSREG (Short for jSchool Registration)
2. SchoolCode = Your school short name created for your school
3. PIN Code = The jSchool Scratch card PIN Code
4. First Name = Parent first name
5. Last Name = Parent last name
6. Password = Your password that you want to use to login to jSchool Portal
7. Student Admin No = Student's administration number.

NOTE that each SMS item is separated by a space from each other. Eg. JSREG WAZOBIA DF456 ADAMU OKORO PASSWD 2008354

If you have entered the correct data, you will receive a confirmation text message within 24 hours.

1.6 ADDING A NEW STUDENT TO jSCHOOL PORTAL VIA SMS

Where a parent has more than one student in a school, an additional student can be added to jSchool online portal by sending SMS to **0809 790 8000** in the following format:

JSADD SchoolCode PINCode Username Password StudentAdminNo

Where:

1. JSADD = JSADD (Short for jSchool Addition)
2. SchoolCode = Your school short name created for your school
3. PIN Code = The jSchool Scratch card PIN Code
4. Username = Your email address
5. Password = Your password that you want to use to login to jSchool Portal
6. Student Admin No = your student administration number.

E.g. For Wazobia School where its short name created for (SchoolCode) is **WAZOBIA**, your scratch card PIN=**2345509**, Your Username=**musa@yahoo.com**, your jschool password=**reuben**, and StudentAdminNo=**ac045**

Then the SMS will look like this:

JSADD WAZOBIA 2345509 musa@yahoo.com reuben ac045

NOTE that each SMS item is separated by a space from each other.

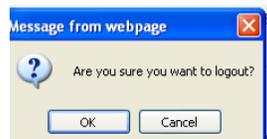
1.7 Logging in As a Registered User

This logging-in as a registered user section is where a parent who has finished or already done user-registration in section 1.4 above will log into the jSchool online portal.

1. The **Login Control** is centrally located in the browser area.
2. Enter your user name and password and press the **Enter** button on the computer keyboard or click the **Login** button.

1.8 LOGGING OUT

1. To Log Out at any time Click **Logout** at the top centre of each page.
2. A dialog box will display as shown below.



3. Click **Ok** to finally log out.

1.9 Understanding the jSchool Online Portal Layout

1. On clicking the **Login** button in section 1.5.2, the home page will be displayed.



Title	Event/Message
Welcome	We welcome students back to the 2009/2010 third term
PTA Meeting	There will be a meeting of the PTA on the 31st of July 2010. Please endeavour to attend.

2. Within the top left and right corners of the browser area are the jSchool online Portal and Jehvah Company Logos respectively.
3. The navigation menu is positioned just beneath the two logos.
4. Between the **jSchool Logo** and **Jehvah Logo** at browser's area is the **Sign Out** button.



5. Beneath the Navigation Menu by the left is the **School Name**, **School Logo** and some **quick links**.

6. Beside the school logo by the left is the **School Welcome Message** as well as her **Events & Messages** as shown below.

Change Profile

Welcome to Wazobia National School Results Portal

This portal enables parents to view results of their children and ward. For Support please call 09 780 3838 or email jschoolsupport@jehvah.com

Events & Messages

Title	Event/Message
Welcome	We welcome students back to the 2009/2010 third term
PTA Meeting	There will be a meeting of the PTA on the 31st of July 2010. Please endeavour to attend.

7. **Events & Messages** are displayed on the **Home page** as indicated above to keep parents and guardians abreast of the School events and Activities from time to time.

SECTION TWO

What You Can Do With Jschool Student Information System

This section outlines the basic things you can do whenever you log onto jschool Online Results Portal, either as a parent.

Logging In As a Parent

When you are being logged-in as in section one 1.3.5 above, as a parent a home Page will be displayed with the navigation menu.

You can place the cursor on each menu item and then its submenu to click on them to perform any activity or access any records as described in each section as follows.

STUDENTS

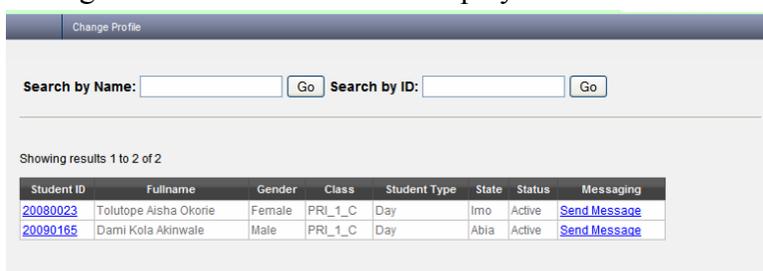
2.1 Accessing My Student(s)

This section links you to where you can view information of your student(s).

1. Place the Cursor on the **Students** option on the navigation menu and select **My Student(s)** from the Sub Menu.



2. The following students' records will be displayed.



Change Profile

Search by Name: Go Search by ID: Go

Showing results 1 to 2 of 2

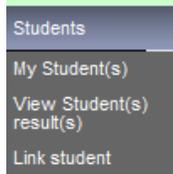
Student ID	Fullname	Gender	Class	Student Type	State	Status	Messaging
20080023	Tolulope Aisha Okorie	Female	PRI_1_C	Day	Imo	Active	Send Message
20090165	Dami Kola Akinwale	Male	PRI_1_C	Day	Abia	Active	Send Message

3. You can search your student either by **Name** or by their **ID** respectively in the provided text box (es) and click the **GO** icon.
4. After clicking the **GO** icon or the student **ID** on Students Records, a page will be displayed where you can view your student information.
5. To go back to previous page click **Back to Student list** at the right top Link.

2.2 View Student(s) Result(s)

This section helps parents to view their students' results.

1. Place the Cursor on the **Students** option on the navigation menu and select **View Student(s) Result(s)** from the Sub Menu.

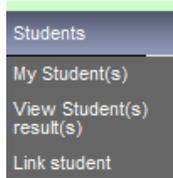


2. A Students' Records page will be displayed.
3. Click **View Details** or **Student ID** to view your student's results.
4. You can click **Back** link to go back to the previous page or sign out.

2.3 Link Student(s)

Before the school Administration can recognize you as a parent of any student so that you will be able to enjoy free text message notification of the school Events and Activities, you must be linked to your student(s). This section help parents to be linked to their students.

1. Place the Cursor on the **Students** option on the navigation menu and select **Link Student(s)** from the Sub Menu



2. The **Link Student** page will be displayed.
3. Supply your **Student ID** in the provided text box and click **Submit**. You can always type a new **Student ID** by clicking the **Reset** button.

PROJECTS/ASSIGNMENT

3.1 Project/Assignment

Place the Cursor on the **project/assignment** option on the navigation menu and select **projects/Assignment** from the Sub Menu.



The assignment page will be displayed.

You can search for your student assignment information either by Title, Period and Status and click **GO**

DISCIPLINE & AWARDS

4.1 Disciplinary Records

Place the Cursor on the **Discipline & Awards** option on the navigation menu and select **Disciplinary Records** from the Sub Menu.



The **Disciplinary Records** page will be displayed for you to view your student's infraction and punishment.

You can search either by Infraction, Staff Id or Period to view a particular disciplinary record.

4.2 Awards List

1. Place the Cursor on the **Discipline & Awards** option on the navigation menu and select **Awards List** from the Sub Menu.



2. The **Awards list** page will be displayed where you can view Award Type, Award Description, Award period etc.
3. You can search for a particular award by either **Award description** or **Award period**.

CHANGE PROFILE

5.1 Change Profile

The Change Profile section allows parents to modify their profile items (e.g. phone no, password etc.) or the entire profile.

1. Change Profile allows you to modify your profile. Place the cursor on **Change profile** and click on it.
2. Change your profile and save changes by clicking **Save**.

FORGOT YOUR PASSWORD? HOW TO GET A NEW ONE

1. Place your cursor on **Forgot password?click Here!** on the login page and click once.
2. The page below will be displayed.



The screenshot shows a light green rectangular box containing a form. At the top left of the box, the text "Forgot Password" is displayed in a dark font, followed by a purple link labeled "[Login]". Below this, the label "Username/email" is positioned to the left of a white text input field with a thin blue border. Underneath the input field, there are two dark blue buttons with white text: "Submit" on the left and "Reset" on the right.

3. Supply your Username or email and click **Submit**.
4. Then supply information asked for as applicable on the next page.

THE END