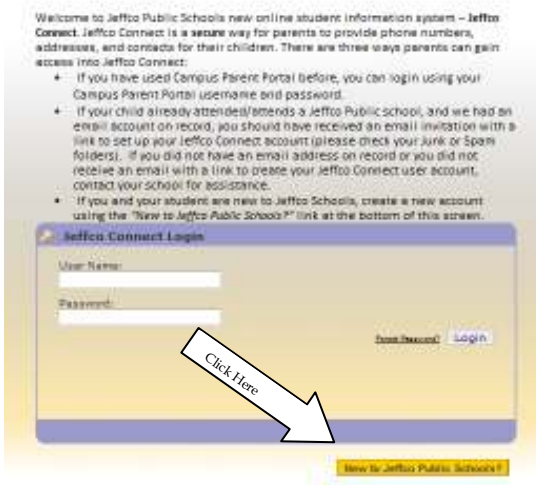


Jeffco Connect Instructions for Parent/Guardian

1. Go to <https://jeffcoconnect.jeffco.k12.co.us/Login.aspx>
2. Click on "New to Jeffco Public Schools?"



**These directions were created by Bobbi McKim for use by students of Woodrow Wilson Academy's Home School Connection families.

Directions created by Jeffco can be found at <http://tinyurl.com/jeffcoconnect>

3. Create an account using YOUR (parent/guardian) information on this screen and click "Create Account"

Create Account

Personal Information

First Name: Middle Name: Last Name: Suffix: [v]

Gender: Nickname: Email:

Female (?) Male (?)

Phone: Primary: In what language do you prefer to receive communication? (When translation and/or oral interpretation for meetings/conferences):

Home Home English

Home Home Other:

Other parent/guardians can edit/view this information:
Yes No

Address Information

Residence Address: Address: City: State: Zip Code:

Mailing Address is the same as Residence Address.

Mailing Address: Address: City: State: Zip Code:

Security Information

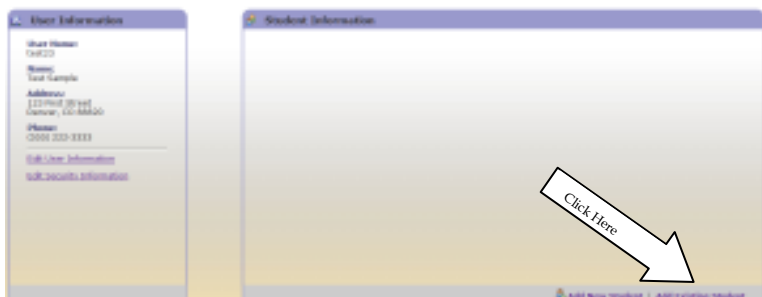
User Name: Try another image:

Password must be between 8 and 16 characters long and contain letters, and at least one number or special character. Password: Text Verification:

Reenter Password: Security Question: Security Question Answer:

Create Account **Cancel**

4. Once you click "Create Account" you will be taken to your Parent/Guardian home screen. This is where you will add your student(s) by clicking on "Add Existing Student"



Jeffco Connect Instructions for Parent/Guardian

- Fill in the last name, the Student ID (you can obtain this from the Director) and your relationship to the student

Add Existing Student

If you do not have your student's ID and last name, please contact your former Jeffco School (including a Jeffco Preschool, Jeffco Charter, Jeffco Head Start, or Child Find) for your student's ID so that you can add your student to your account.

Last Name: *

Student ID: *

Relationship to Student: *

Save Cancel

- Add more students as needed by clicking on "Add Existing Student" and repeating step 5
- Once you have added all children, you can edit. Click on your child's name. If your child's name is gray rather than black (and you cannot click on them), email the Director to approve the changes.

Student Information

<u>Student Name</u>	<u>School Name</u>	<u>Grade</u>	<u>Status</u>	<u>Student Reports</u>
Testy Sample	Jeffco	K	No Current Enrollment	

[Add New Student](#) | [Add Existing Student](#)

- You will have to click on each of the menu options to edit your student
- You are able to monitor your progress by clicking on "What's Missing?" once finished, click save then submit. You have to click both!

Student Details * Indicates a required field

First Name: * Middle Name: Last Name: * Jeffco

Nicknames: Birth Date: * Gender: * Female Male

Country of Birth: * United States of America

Is the student of Latino/Hispanic origin? Yes No

Check of the following best describe the student's race? American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

State Race/Ethnicity Reported: [View in this dropdown?](#)

Progress: [What's Missing?](#) [Save](#) [Submit](#) [Cancel](#)

8. Menu Options

9. What's Missing

10. Save

9. What's Missing - these items match up with the menu items (list #7) so go to the menu and click on each selection to