

## Online Registration Directions for Parents

**Please complete the online registration before August 8<sup>th</sup> at 3:00 p.m.**

Your login and password:

**USERNAME:   PASSWORD:**

Online Registration does not work well on cell phones. We recommend you use a laptop, chromebook, Ipad, etc.

1. Begin on our school web page: [www.brownsvalley.k12.mn.us](http://www.brownsvalley.k12.mn.us)
2. Select the **"2024-25 School Year"** link under Quick Links on the left side. Please ensure you are in the correct school year.
3. Select the "JMC Online Registration" link.
4. Select "Family".
5. Select the year **"2024-25"** from the drop down menu. Please ensure you in the correct school year.
6. Enter your Username and password (found at the top of this page).
7. Select "Login".
8. Select "Register for **"2024-2025"** on the left side of the page.
9. On the "Registration Dashboard" page, select **"Start/Continue Registration Process."** (Select "Registration Dashboard" on the right at any time to return to this registration homepage.) It is very important that you select **Start/Continue the Registration Process.**
10. Read the instructions and complete the questions. Select "Next" to go on (at the top right of each page). Complete all questions FOR EACH STUDENT being registered.
11. Select "Finish" when you have completed the registration process. Then select "Ok."
12. Complete the following found on the Dashboard underneath "Start/Continue the Registration Process"
  - € "MN Ancestry Form" (for new students only; if it says "Completed" you may skip this

form)

€ “Custom Fields”

€ “Health Custom Fields”

€ “Digital Equity Questionnaire”

13. Complete the **“Application for Educational Benefits”** found on the bottom of the Registration Dashboard page. **It is very important that EVERY FAMILY complete this form as it generates funding for our school.**

14. When all steps are completed, select “Log Out” on the bottom left side.

Pertinent policies and important information for the beginning of the year are found on our school district’s web page under the “2024-25 School Year” link.

If you do not have access to the internet or a computer to complete the online registration, please call the school office at 320-695-2103 to make an appointment to come to the school and register. Please stop at school to pay fees any time August 6, 7, or 8 between 8:00 a.m. and 3:00 p.m. Fees may also be paid online.