



SAM7 Online Registration

Active Parent Accounts

Registrations through Online Student Registration (OSR) are done entirely through ActiveParent using the parent's existing account. All parents will be required to create an account if they do not have an ActiveParent Account. **They will need their child's ActiveCode before they can create an account. ActiveCodes will be emailed to the parent/guardian. Parents may have one account for multiple students.**

1. The parent/guardian will go to the JCSD website at www.jcsd.ms. The parent/guardian will click on "For Parents" and they will see the screen below. If they don't have an ActiveParent account they will click on "Create an ActiveParent Account". If they have an existing account, they can login with their current username and password.

The image shows the login page for ActiveParent 3.0. At the top left is a circular logo with a blue background and white lines forming a stylized 'A' and 'P'. To the right of the logo, the text "ActiveParent 3.0" is written in a large, blue, serif font. Below this, "Powered By CA" is written in a smaller, blue, sans-serif font, with "CA" in red. Underneath that is "Jackson County School District" in a blue, sans-serif font. In the center, there are two input fields: "User Name" and "Password". Below these fields is a "Login" button. Further down are two links: "Forgot Password?" and "Create an ActiveParent Account". At the bottom is a black button with the Apple logo and the text "Download on the App Store".

2. If the parent/guardian clicked on “Create an ActiveParent Account” or logged in with their current username and password, they will see the screen below.



ActiveParent 3.0


Powered By **CA**


Jackson County School District

Create ActiveParent Account

Please enter a valid ActiveCode. After validating the code, you will be required to enter your information.
Note: The ActiveCode will not be used until you finish creating a user.

ActiveCode: - -

3. To create an ActiveParent account, the parent/guardian will enter their child’s ActiveCode and enter the required information and click “Create User”. If the parent/guardian has an existing account, they will automatically be directed to their ActiveParent account and will need to click on the new online registration icon  to start the online registration process.



ActiveParent 3.0

Powered By **CA**

Jackson County School District

Create ActiveParent Account

[Valid ActiveCode. Continue creating a user.](#)
Note: The ActiveCode will not be used until you finish creating a user.

ActiveCode: - -

Please fill out YOUR information.
You will be able to request particular students after logging in.
* Denotes a required field.

Name:

* *

Address:

Phone Number:

Email Address: *

User Name:

*

Password: *


Re-enter Password: *

4. Once the account is created successfully the student is now attached to the parent/guardian for registration and it will bring them back to the login page below. They will click on “Return to login Page”



5. The parent/guardian will login using their username and password.



6. Upon logging into ActiveParent, the parent will see a new icon  in the top right corner next to the Settings and Logout buttons. This new icon is the Online Student Registration icon. Parents will need to click on it to begin the process.



User Setup

You have no students attached to your account yet. If you have already requested a student, please be patient while your request is processed. Rights to certain aspects of ActiveParent have not been set up. You are welcome to routinely check back by logging in at a different time.

Account User Name:	PRACTICEST
Account Created Date:	2/27/2019 11:55:45 AM
Password:	[change] (hidden)
Full Name:	[change] Practice Test
Address:	[change] (no address saved)
Phone Number:	[change] (no phone number saved)
Email:	[change] sbarnett@jcsd.k12.ms.us

7. After clicking on the registration icon they will see the screen below. Since parent/guardians can be linked to multiple students, they will need to select the student they wish to continue with. Once the parent chooses a student, additional information will populate (including the school note). The parent will select a Registration Type and be allowed to begin registration. If the parent has already begun registration and is returning to complete it, the button will say "Update/Continue Registration". The parent may return and continue to update the student's registration even after submission until the school has processed the registration in SAM.

Online Student Registration

Please Choose A Student To Begin Registration

Student:

[Have a code to enter? Click here.](#)

8. Parent/Guardian will click “Begin Registration”

Online Student Registration

Please Choose A Student To Begin Registration

Student: Test, Practice (New Student) ▼

[Have a code to enter? Click here.](#)

School: Vancleave Upper Elementary

Date of Birth: 02/15/2019

Registration Last Updated: N/A

Registration Type

No Registration Types Available ▼

Begin Registration

9. The parent/guardian will be taken to the actual registration page.

Online Student Registration - Jones, Christopher

Step 1 - Demographics

Student Name

First: Christopher
Preferred Name: Chris
Middle:
Last: Jones
Suffix:

Important Student Info

State Code:
SSN: 555-55-5555
Date of Birth: 09/30/2011
Grade Level: 2nd
Race: White
Additional Races: ☐ White ☐ Black ☐ Hispanic ☐ American Indian ☐ Asian ☐ Pacific Islander
Gender: Male
Language Background: English

Home Language Survey *

Is a language other than English spoken at home? ☐ Yes ☒ No
Is your child's first language a language other than English? ☐ Yes ☒ No
Did your child start school outside of the United States? ☐ Yes ☒ No

[Cancel Registration](#) [Save Progress And Continue Later](#) [Next Step](#)

All required fields as determined by the school will be marked with a **red asterisk *** so that the user immediately knows they are required. The user can save and come back later at any point by clicking the “Save Progress And Continue Later” button. All the user’s current progress will be saved and they will be returned to the student selection page. The user can also cancel registration at any point by clicking the Cancel Registration button. This will revert any changes they have made during this session and return them to the student selection page. The user can advance through the steps by clicking the Next Step and Previous Step buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required files as determined by the school. For existing students, data will be prepopulated from SAM so that the user will not have to re-enter data that has not changed. Any clarification needed for any step can be provided by the school via the multiple notes visible throughout the registration process.

Online Student Registration - Jones, Christopher

Step 2 - Residency Info

Student Addresses

[Add New Address](#) [Delete Address](#)

Address	Type
888 Main Moores, MS 38848 P.O. Box 505 Central, MS 39809	Residence Address (Primary) Delete
	Mailing Address Edit Delete

Student Phone Numbers

[Add New Phone Number](#) [Delete Phone Number](#)

Phone Number	Type
(000) 000-0000	Home (Primary) Delete

Student Email Addresses

[Add New Email Address](#)

Email Address
test@test.com (Primary) Delete

Residency Proof Document Upload

[Residency Documents](#)

[Cancel Registration](#) [Save Progress And Continue Later](#) [Previous Step](#) [Next Step](#)

* - required field

Online Student Registration - Jones, Christopher

Step 3 - Birth & Early Childhood

1. Demographics
2. Address, Phone, & Email
3. Birth & Early Childhood
4. Immunization & Medical
5. Permissions
6. Parent & Guardian
7. Miscellaneous
8. Finish

* - required field

Birth Certificate Info

Birth Certificate Number: 0000000000
 Birth City: Jackson
 Birth State: Mississippi
 Birth County: Hinds
 Birth Country: United States

Birth Certificate Upload
[Birth Certificate Documents](#)

Early Childhood Program Information

Program Type: Head Start
 Program Name: Central Head Start
 Program Location: Central MS

[Cancel Registration](#) [Save Progress And Continue Later](#) [Previous Step](#) [Next Step](#)

OSR Registration – Birth & Early Childhood Step

Online Student Registration - Jones, Christopher

Step 4 - Immunization & Medical

1. Demographics
2. Address, Phone, & Email
3. Birth & Early Childhood
4. Immunization & Medical
5. Permissions
6. Parent & Guardian
7. Miscellaneous
8. Finish

* - required field

Immunization Proof
[Immunization Documents](#)

Medical Conditions
[Add New Condition](#)

Condition	Notes
Allergies - Food/Environment	Edit Delete
Asthma	Edit Delete

[Cancel Registration](#) [Save Progress And Continue Later](#) [Previous Step](#) [Next Step](#)

Online Student Registration - Jones, Christopher

Step 5 - Permissions

1. Demographics
2. Address, Phone, & Email
3. Birth & Early Childhood
4. Immunization & Medical
5. Permissions
6. Parent & Guardian
7. Miscellaneous
8. Finish

* - required field

Permissions & Waivers

Student info can be published online: ☐ Yes ☒ No
 Student info can be published in the newspaper: ☐ Yes ☒ No
 Student is allowed internet use at school: ☐ Yes ☒ No
 Allow FER release: ☐ Yes ☒ No
 Student is allowed to participate in P.E.: ☐ Yes ☒ No
 Student is allowed to appear in the yearbook: ☐ Yes ☒ No
 Allow FER release to Armed Forces Recruiters and JHL: ☐ Yes ☒ No
 Student is allowed to receive corporal punishment: ☐ Yes ☒ No
 Would you prefer to receive paperless reports?: ☐ Yes ☒ No

Permissions/Waivers File Upload
[Permissions & Waiver Documents](#)

[Cancel Registration](#) [Save Progress And Continue Later](#) [Previous Step](#) [Next Step](#)

Online Student Registration - Jones, Christopher

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Finish

* - required field

Step 6 - Parent & Guardian

[Add New Parent/Guardian Contact](#)
[Import Parent/Guardian Info](#)

Jones, John M (Father)
Save Cancel

Currently editing this contact. Please be sure to save or cancel your changes before continuing.

First Name:

Middle Name:

Last Name:

Suffix:

DOB:

Relationship:

Parent/Guardian/Contact Attributes

☒ Reader With Student

☒ Emergency Contact

☒ Allowed To Check In/Out Student

☒ Receives Mail

☐ Not Allowed Contact With Student

Military Affiliation:

Occupation:

Employer:

Primary Language:

Education:

Addresses

[Add New Address](#)

Address	Type	
999 Main Avenue, NY 10001	Residence Address (Primary)	Edit Cancel

Phone Numbers

[Add New Phone Number](#)

Phone Number	Type	
(555) 555-0000	Home (Primary)	Edit Cancel

Email Addresses

[Add New Email Address](#)

Email Address	
john@test.com (Primary)	Edit Cancel

Cancel Registration
Save Progress And Continue Later
Previous Step
Next Step

Online Student Registration - Jones, Christopher

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Finish

* - required field

Step 7 - Miscellaneous

Upload your document

Please upload any misc files here requested by the School/District:

[Upload Misc Files](#)

Cancel Registration
Save Progress And Continue Later
Previous Step
Next Step

Online Student Registration - Jones, Christopher

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Finish

Step 8 - Finish

Registration Type: Student Registration - Select this option if you are registering a student who has previously attended the McComb School District

☒ I confirm that all entered information is accurate and true to the best of my knowledge. *

Please enter your full name: *

* - required field

Once the parent has completed all steps of registration (or verified the existing data is correct), they must confirm the data's accuracy, enter their full name, and click "Save And Finish". At this point, the entered data is submitted to the school for processing.