

Quick Reference Guide for Parents/Guardians new to Jeffco Schools

Jeffco Connect Login – Parent/Guardian

Login to **Jeffco Connect** from any Internet browser by entering the following url: <https://jeffcoconnect.jeffco.k12.co.us> or by clicking a link located on the school website you intend to register your student.

Once you have accessed the **Jeffco Connect Login** page, click on the **New Parent/Guardian to Jeffco Schools?** button.

NOTE: All new and returning Jeffco families must login to EnrollJeffco during the Round 1 Open Enrollment period. Use your Jeffco Connect user name and password to login to EnrollJeffco.

Create a Parent/Guardian Account

As a parent/guardian, you will be required to create an account in Jeffco Connect. Once your account is created, you will add each student you plan to enroll at a Jeffco School to your account.

At a minimum, complete all required fields on the form (indicated by a red * asterisk). Upon completing the form click on the **Create Account** button.

New Parent/Guardian to Jeffco Schools?
Personal Information

First Name * Middle Name Last Name *
Gender * Nickname

Add New Student

If your student has *never* registered/enrolled in a Jeffco School, click on the **Add New Student** button located in the **Student Information** section of the **Home** page.

Student Information

Search Students + Add New Student + Add Existing Student

You must complete all required fields on each of the following forms before you can submit the registration request to a Jeffco School: Student, Residence, Contacts, Enrollment, Health, Language, and Agreements.

Please see the **Tips for Adding Residence Information** and **Tips for Adding Contacts Information** or contact the Jeffco School you are requesting to enroll your student if additional assistance is needed.

Add Existing Student

If your student has *ever* attended a Jeffco School, your student already has a student ID number at Jeffco. You will need to know your student's ID number to proceed with their new enrollment request. Contact the Jeffco School you intend to register your student for assistance in obtaining this information.

If you know your student's ID number, click on the **Add Existing Student** button located in the **Student Information** section of the **Home** page. Complete the form and click on the **Save** button. A request to access your student's information will be submitted to the most recent Jeffco School they were enrolled. Please contact the school for next steps in processing your request.

Tips for Adding Residence Information

When entering residence information for new student(s), the address entered into the Parent/Guardian account will be available in the drop-down menu of the **Residence** section OR a different address may be entered manually.

Follow these steps:

1. After completing the **Student Details** page, click on the **Next** button.
2. Select the address from the drop-down list (if the student's residence address is the same as one in the list). If the address is not already in the drop-down list, select **Enter a New Address** and complete all required fields.

Residence Details - Kather
Residence Address
Select an Address
Enter a New Address
8200 S Florida Lane Lakewood, CO 80210

3. Complete all other questions and then click on the **Next** button to save your changes and advance to the **Contacts** page.

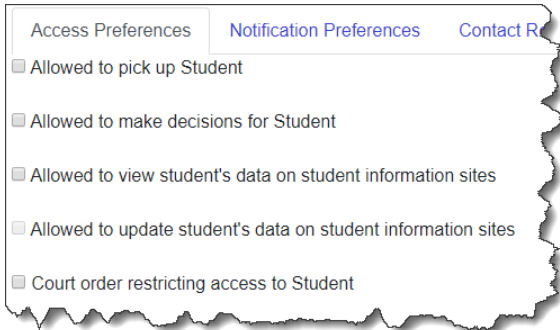
Tips for Adding Contacts Information

When adding a contact, please follow these steps:

1. From the **Contacts** page click on the **Add New Contact** link. Be sure to select the appropriate option for **Create New Parent/Guardian Contact** or **Create New Emergency Contact**.
2. Complete all required fields.

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3. Be sure to review and check the appropriate permission boxes at the bottom of the page:



4. Click on the **Next** button to save your changes and return to the **Contacts** page. Click the **Next** button again to advance to the **Enrollment** page.

You will continue to advance through the remaining required pages: **Enrollment**, **Health**, **Language** and **Agreements**. Upon successful completion of these pages, you will land on the **Summary Details** page for the student.

Summary Details - Student

Once all required information on the remaining pages (**Enrollment**, **Health**, **Language** and **Agreements**) has been completed and is accurate and complete, you will be required to click on the **Submit** button located on the **Summary Details** page.

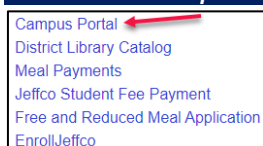
ATTENTION! When the Submit button is enabled, you must click the Submit button for the information to forward to your student's school for processing.

You will be required to read and approve the statement regarding electronic signatures by clicking on the **Accept** button. By clicking the **Accept** button you are electronically signing the form.

If you accepted the form, you should see a green **✓ Success** confirmation at the top of the page.

When you have finished working in **Jeffco Connect**, please be sure to click on the **Logout** link located at the top right of the page and close your browser window. This will secure your information and ensure that no one can make edits to your account.

Access Campus Portal from Jeffco Connect



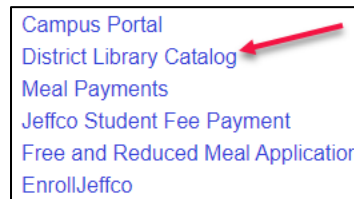
grades and attendance if they attend a Middle or High School.

Once your student has been enrolled at a Jeffco School, you will be able to access **Campus Portal** from the **Jeffco Connect Home** page. This will allow you to view your student's

To return to **Jeffco Connect** from **Campus Portal**, click the quick link on the left navigation of your portal view.

Access District Library Catalog from Jeffco Connect

Once your student has been enrolled at a Jeffco School, you will be able to access the **District Library Catalog** from the **Jeffco Connect Home** page. This will allow you 24/7 access to the **District Library Catalog** where you may help your student locate resources or view their checkout history.



Access Meal Payments from Jeffco Connect

Once your student has been enrolled at a Jeffco School, you will be able to access **Meal Payments** from the **Jeffco Connect Home** page. This will allow you 24/7 access to prepay your student's lunch account and view their cafeteria balance and purchase history.

Access Jeffco Student Fee Payment from Jeffco Connect

Once your student has been enrolled at a Jeffco School, you will be able to access **Jeffco Student Fee Payment** from the **Jeffco Connect Home** page. This will allow you 24/7 access to pay your student's school fees.

If someone other than the student's parent/guardian will be paying the student's school fees, they may do so by clicking on the following button located on the **Jeffco Connect Login** page:

Pay Jeffco Student Fees Without a Login?

Access Free and Reduced Meal Application

Once your student has been enrolled at a Jeffco School, you will be able to access the **Free and Reduced Meal Application** from the **Jeffco Connect Home** page. This will allow you 24/7 access to apply for free and reduced lunch.

Access EnrollJeffco

Once your Jeffco Connect account has been successfully created and you have successfully added at least one student to your account, you will be able to use the same user name and password to login to EnrollJeffco. This will allow you 24/7 access during the Round 1 or Round 2 Open Enrollment window.