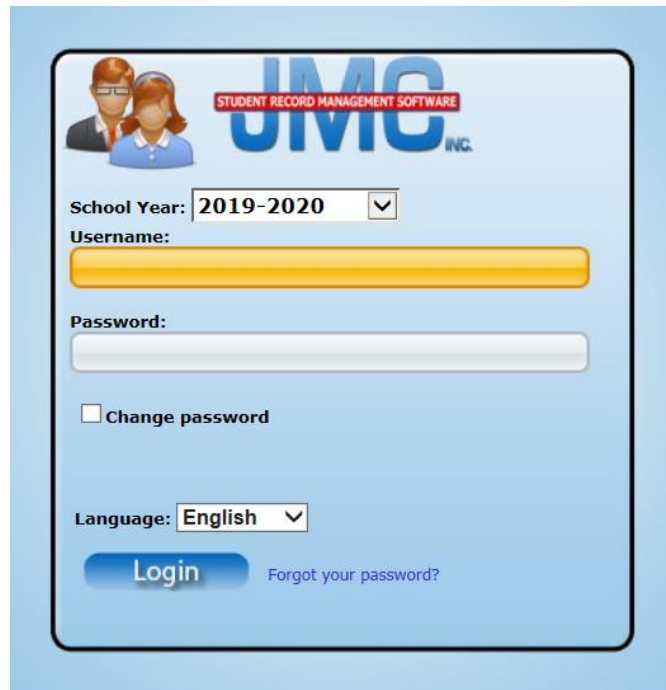


## Accessing Parent Portal!

1. Go to the District Website at [www.clbs.k12.mn.us/](http://www.clbs.k12.mn.us/)
2. Under “Parent Resources” click on JMC Login
3. On the main JMC page, click on Parents



4. Type in your User Name and Password.



- a. NOTE: Make sure the “School Year” is for the current year.
  - b. If you do not know your Username and Password, contact your school’s office.
5. Once you login, you will see this screen with the left-hand menu.

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- ▶ Academics
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- ▶ Health
- ▶ Discipline
- ▶ Tuition/Fees
- ▶ **Parent Information**
- ▶ Bus
- ▶ Register for 2019-2020
- ▶ Meals Application
- ▶ Log Out

Cass Lake ISD

From here you can check grades, missing assignments, discipline, and update Parent Information!

6. When you click on Parent Information, you will see the below screen with your information. Please update as needed and then click SAVE at the bottom of the screen.

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Please make changes to your contact information if needed. If your information is correct please submit so the office knows you have verified the information.

Title:  First:  Last:

Address:

Address2:

City:  State:  Zip:

Email 1:  Email 2:  Email 3:

Email 4:  Email 5:  Email 6:

Email 7:  Email 8:

**\*Important Messaging Information**

Phone 1: <input type="text"/> Description: <input type="text"/>	Type: <input type="text" value="Work 1"/>	Messaging service Phone #1 <input type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related <input type="checkbox"/> General School Information
Phone 2: <input type="text"/> Description: <input type="text" value="Mom Cell"/>	Type: <input type="text" value="Cell 1"/>	Messaging service Phone #2 <input checked="" type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related <input type="checkbox"/> General School Information
Phone 3: <input type="text"/> Description: <input type="text" value="Dad Cell"/>	Type: <input type="text" value="Work 1"/>	Messaging service Phone #3 <input type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related <input type="checkbox"/> General School Information
Phone 4: <input type="text"/> Description: <input type="text"/>	Type: <input type="text" value="Home"/>	Messaging service Phone #4 <input type="checkbox"/> SMS(Text Message) <input type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related

Optional comment for the office staff: Comments are limited to 255 characters

7. Once you are done, just click Log Out.

