

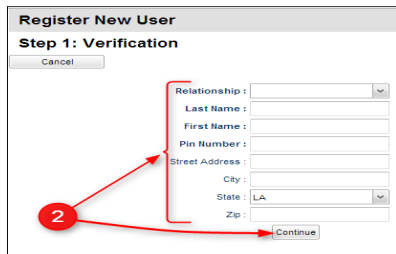
Using the Student Process Center

1. For first time users, click the button "Register New User" as shown below.



A login form with a blue background. It contains fields for "User Name" and "Password", a "Login" button, and two links at the bottom: "Forgot Password" and "Register New User". A red circle with the number "1" is placed over the "Register New User" link, with a red arrow pointing to it.

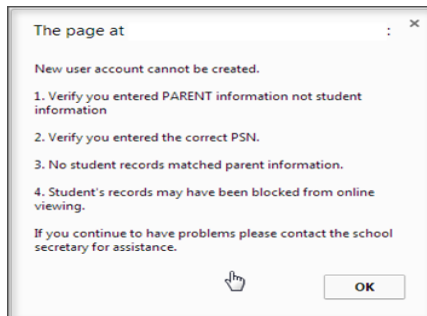
2. Select your relationship with the student from the drop down menu and then enter your information into the proceeding fields. **Note:** Note all of the information is required.



A form titled "Register New User" with the sub-header "Step 1: Verification". It includes a "Cancel" button and several input fields: "Relationship" (a dropdown menu), "Last Name", "First Name", "Pin Number", "Street Address", "City", "State" (with "LA" selected), and "Zip". A "Continue" button is at the bottom right. A red circle with the number "2" is placed over the "Continue" button, with a red arrow pointing to it.

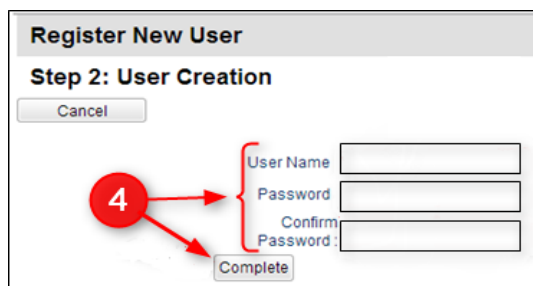
PIN NUMBER
The student's or parents last five SSN numbers.
(Do not call the school for this number)

3. If the information *did not* match the data system, a message like below will appear. A new user must be listed as a Guardian, Father, or Mother of the student and all information about the user must match exactly with what is in the system. If you believe all the information is typed correctly and you are getting the message below, contact GJH verify/update your information.



A dialog box titled "The page at" with a close button (X). The text inside reads: "New user account cannot be created." followed by a numbered list: "1. Verify you entered PARENT information not student information", "2. Verify you entered the correct PSN.", "3. No student records matched parent information.", "4. Student's records may have been blocked from online viewing." Below the list, it says "If you continue to have problems please contact the school secretary for assistance." and has an "OK" button.

4. If the information *did* match with the data system, a screen like below will be shown. Enter a User Name, then enter the desired Password (twice). Click on "Complete" to finish the new user registration.



A form titled "Register New User" with the sub-header "Step 2: User Creation". It includes a "Cancel" button and three input fields: "User Name", "Password", and "Confirm Password". A "Complete" button is at the bottom. A red circle with the number "4" is placed over the "Complete" button, with a red arrow pointing to it.