

Once you are logged in to Jeffco Connect:

1. Start on the left side of the screen. Click on **Edit User Information** to update Parent phone numbers, addresses and email addresses. Check the boxes to indicate how you would like to receive information. Click **Save** when everything is correct. Note – we do a LOT of communication via email. If you use email at all, please provide your email address and double check that it is correct.
2. You should be back to the “Home” screen. If you need to change your password, click on **Edit Security Information**. Click **Save** to save changes and return to the home screen.
3. Now to update student information and “Sign Off”: You will need to do this for each student listed in RED on the “Home” screen. **Click on a student’s name**.
4. Click on **Agreements** in the yellowish box on the left side of the screen. This is where you electronically sign that you are aware of the Jeffco Conduct Code. Click on **Sign, check the box and click on Accept**.
5. Click on each of the menu items in the yellowish box (“Student”, “Residence”, “Contacts”, etc.) updating any information that has changed. Click Save to save any updates to a page.
6. Once all information for a given student is correct, click on the **Submit** button. **Check the box next to “I agree” and click on Accept**. This is the equivalent of signing the old Student Information sheets.
7. Click on **Home** in the upper left corner. If you have other students listed in red, repeat steps 3 to 7 for each student.
8. From the home screen you can click other links (left side) to pay fees (“Jeffco Student Fee Payment”), put money into a student’s cafeteria account (“MyPaymentsPlus”) or apply for Free/Reduced Lunch. Each of these links will open a new website in a different window or tab.
9. To Log Out, click the link in the upper right corner of the screen.