

## Registration– Create Username

1. Open your Internet browser.
2. Go to <https://jgrade.tangischools.org/jpweb> .
3. Click on “**Register a New User**” - Note that the fields in **RED** are **REQUIRED** fields along with the Relationship Information.
4. Enter the information in the form and click “**Submit.**”  
\*\*This is the parent’s information (mother, father, or guardian – depending on what you chose in the relationship field)

The following screen is where the parent will create a login and password for their student(s).

These are the questions that the parent must answer if they forget their password.

5. Enter the information in the form and be sure to click the “**Submit**” button when finished. Congratulations, you have created your new Parent Command Center account!
6. Click on “**Logout.**”

## Using/Viewing Student Information

1. Login using the USERNAME and PASSWORD you created during the registration process.
2. Click on “**Sign In.**”
3. Click on the student’s name you want information about.
4. Click on any of the tabs along the top to get the information that you would like to see regarding this student.
5. Continue to click all of the tabs to see the different information.