

Parent Command Center How-To Users Guide

To log-in, open Internet Explorer and type in <http://jgrades.lincolnschools.org/jpweb> as the address and press enter. You will see a screen that looks similar to the following:

The screenshot shows the 'Parent's Communication Center' header with the 'ED GEAR' logo and 'D.O.E. TOPS Website' logo. Below the header is a navigation bar with 'PARENT'S COMMAND CENTER - PARENT LOGIN' and 'LOGIN INFORMATION'. The main content area is split into two columns. The left column contains a welcome message: 'Welcome to the Parent's Command Center.' followed by instructions: 'Please... login with your username and password.' and '... register if a First Time User.' The right column contains a login form with 'Username' and 'Password' input fields, a 'Sign In' button, and links for 'Register a New User' and 'Forgot Password'. At the bottom right of the main content area is an 'ADMIN' link. Below the main content area is a footer with links for 'Exit Web', 'Logout', 'Terms', and 'Help'.

If this is your first visit to the Parent Command Center, you will click on “**Register a New User**.” A new screen will appear. Click on “**Relationship Information**” and a drop down menu will appear. Choose **one** of the options listed.

The screenshot shows the 'Parent's Communication Center Registration' header with the 'ED GEAR' logo and 'D.O.E. TOPS Website' logo. Below the header is the title 'New User Registration' and a note: 'Fields shown in RBD are required.' The main content area contains a 'Relationship Information' section with a dropdown menu showing 'Please Select', 'Mother', 'Father', and 'Guardian'. Below this is a 'Name Information' section with input fields for 'Last Name' and 'PSN'. At the bottom of the main content area are 'Submit' and 'Reset' buttons. Below the main content area is a footer with links for 'Exit Web', 'Logout', 'Terms', and 'Help'.

You must then enter **your last name** (which may not necessarily be your child’s last name) and the last **five digits** of the child’s social security number for the **PSN**.

Another screen will appear that allows you to set your username and password to something you will remember.

Parent's Communication Center Registration

New User Registration

Please select a username and password to use to access your student's information.

Login (6-20 characters)

Password (6-20 characters)

Re-type Password

Select secret question #1

Answer to question #1

Select secret question #2

Answer to question #2

[Exit Web](#) [Logout](#) [Terms](#) [Help](#)

Complete and submit the information. **After clicking Submit**, hopefully, you will see:

Parent's Communication Center Registration

New User Registration

Account created successfully!

Please click on the logout link to return to the main screen.

[Exit Web](#) [Logout](#) [Terms](#) [Help](#)

Click on **Logout** and you will go back to the Welcome screen.

Enter your **“newly created” username and password** to view your child’s information. You will be able to look at attendance, conduct, discipline, grades, progress in classes, transcript, and curriculum progress by clicking on the labeled tab.

Parent's Communication Center

[Home](#) [Attendance](#) [Conduct](#) [Discipline](#) [Grades](#) [Progress](#) [Transcript](#) [Curriculum](#)

Welcome to the Parent's Command Center.
From here you can view student information for:

If you have any problems, feel free to call your child’s school.