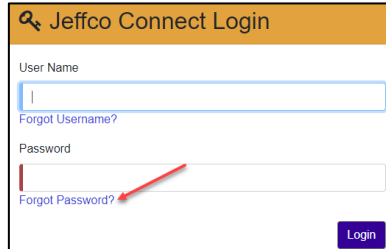# Jeffco Connect

Quick Reference Guide for Parents/Guardians with an Existing Account

Jeffco Connect Login – Parent/Guardian

Login to **Jeffco Connect** from any Internet browser by entering the following url: https://jeffcoconnect.jeffco.k12.co.us or by clicking a link located on your student's school website.

If you have forgotten your Password, click on the **Forgot Password?** link on the Login page. If you have forgotten your User Name, contact your student's school and they can look it up for you.

Jeffco Connect Login

User Name

Forgot Username?

Password

Forgot Password?

Login

Update User or Security Information

User Information ✎

User Name:

Name: Betty

📇 Address
8200 S Florida Lane Lakewood, CO 8

📞 Phone

Links

Edit User Information ✎
Edit Security Information ✎

As a parent/guardian, if your user information has changed such as phone, email, or residence address, you must update this information by clicking on the **Edit User Information** link. Be sure to click the **Save** button when you are finished.

To change your security information, such as password or security question and answer, click on the **Edit Security Information** link. Be sure to click the **Save** button when you are finished.

Review and Update Student Information

Student

Residence

Contacts

Enrollment

Health

Language

Agreements

Summary

Click on your student's name in the student information section of your **Home** page to verify that the information is accurate and up to date.

To update items such as student name, student phone, or student email, click on the **Student** button.

To update the student's residence address, click on the ***Residence** button.

To update parent/guardian and emergency contacts for the student, click on the ***Contacts** button.

To update health information for the student, click on the **Health** button.

Be sure to click the **Save** button after making changes to any student information on all pages. If the change also requires you to **SUBMIT** the change, a **Submit** button will be available in the lower right of the **Summary Details** page.

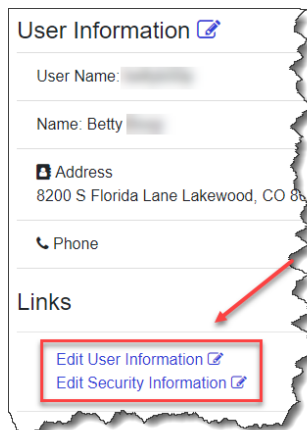*You must do this for each of your students who are affected by any of the changes described.*

*Please see **Tips for Updating Residence Information** and **Tips for Updating Contacts Information** or contact your student's school if additional assistance is needed.

Tips for Updating Residence Information

If each member of your family has moved to the same new address, you must update the residence address for each member of the family in Jeffco Connect. (Note: if one or multiple members have moved to a new address, only update those family members who have moved.) Follow these steps:

1. Begin by updating your (parent/guardian) address by clicking on the **Edit User Information** link on the **Home** page. Be sure to click the **Save** button when you are finished.

2. Next, from your **Home** page, click on the student record requiring a residence address update.

   a. Select **Residence** from the left menu.

   b. Select the new address from the drop-down list.

   🏠 Residence Details - Charles Boop
   Residence Address
   Select an Address: Enter a New Address
   Address •   Enter a New Address
       8200 S Florida Lane Lakewood, CO 80210

   c. Verify the **Mailing Address** has updated to match.

   d. Click on the **Save** button.

   e. Click on the **Submit** button on the **Summary Details** page.

3. Repeat Step 2 for all students requiring a residence address update.

Tips for Updating Contacts Information

If a student's parent/guardian or emergency contact information has changed, you must update this information for each student affected in Jeffco Connect. Follow these steps:

1. From your **Home** page, click on the student record requiring contact information updates.

2. Select **Contacts** from the left menu.

   a. **To add a new contact:** click on the **Add New Contact** link.

   b. Select a contact from the list or click on the option for **Create New Parent/Guardian Contact** or **Create New Emergency Contact**.

   c. Complete the form and click on the **Save** button.

   d. **To edit a parent/guardian**: you may edit your own information by clicking on the **Edit** button in the **Actions** column. Only when the other parent/guardian has given

Quick Reference Guide for Parents/Guardians with an Existing Account

you permission to update their information, will you be able to click the **Edit** button for them.

e. **To delete a parent/guardian**: you must call your student's school to request the deletion of parent/guardian information.

f. **To edit an emergency contact**: click on the **Edit** button in the **Actions** column and update their information. Click on the **Save** button.

g. **To delete an emergency contact**: simply click on the red **Delete** button in the **Actions** column for the emergency contact.

Summary Details - Student

Depending on the changes made to your account information, you will be required to click on the **Submit** button located on the **Summary Details** page.
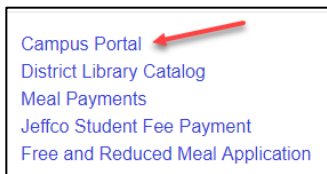
ATTENTION! When the Submit button is enabled, you must click the Submit button for the information to forward to your student's school for processing.

Annually, you will be required to read and approve the statement regarding medical aid in the event of an emergency by clicking on the **Accept** button. By clicking the **Accept** button you are electronically signing the form.

If you accepted the form, you should see a green ✔ **Success** confirmation at the top of the page.

When you have finished working in **Jeffco Connect**, please be sure to click on the **Logout** link located at the top right of the page and close your browser window. This will secure your information and ensure that no one can make edits to your account.

Access Campus Portal from Jeffco Connect

Campus Portal
District Library Catalog
Meal Payments
Jeffco Student Fee Payment
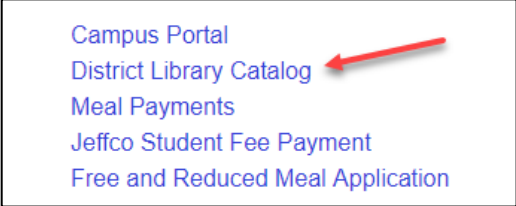Free and Reduced Meal Application

To access **Campus Portal** from **Jeffco Connect** simply click on the **Campus Portal** link on your **Home** page. This will allow you to view your student's schedule, grades and attendance if they attend a Middle or High School.

To return to **Jeffco Connect** from **Campus Portal**, click the **Jeffco Connect** link on the left navigation of your portal view.

Access District Library Catalog from Jeffco Connect

To access the **District Library Catalog** from **Jeffco Connect**, click on the **District Library Catalog** link on your **Home** page.

Campus Portal
District Library Catalog
Meal Payments
Jeffco Student Fee Payment
Free and Reduced Meal Application

This will allow you 24/7 access to the District Library Catalog where you may help your student locate resources or view their checkout history.

Access Meal Payments from Jeffco Connect

To access **Meal Payments** from **Jeffco Connect,** click on the **Meal Payments** link on your **Home** page. This will allow you 24/7 access to prepay your student's lunch account and view their cafeteria balance and purchase history.

Access Jeffco Student Fee Payment from Jeffco Connect

To access **Jeffco Student Fee Payment** from **Jeffco Connect,** click on the **Jeffco Student Fee Payment** link on your **Home** page. This will allow you 24/7 access to pay your student's school fees.

If someone other than the student's parent/guardian will be paying the student's school fees, they may do so by clicking on the following button located on the **Jeffco Connect Login** page:

Pay Jeffco Student Fees Without a Login?

Access Free and Reduced Meal Application

To access the **Free and Reduced Meal Application** from **Jeffco Connect,** click on **the Free and Reduced Meal Application** link on your **Home** page. This will allow you 24/7 access to apply for free and reduced lunch.