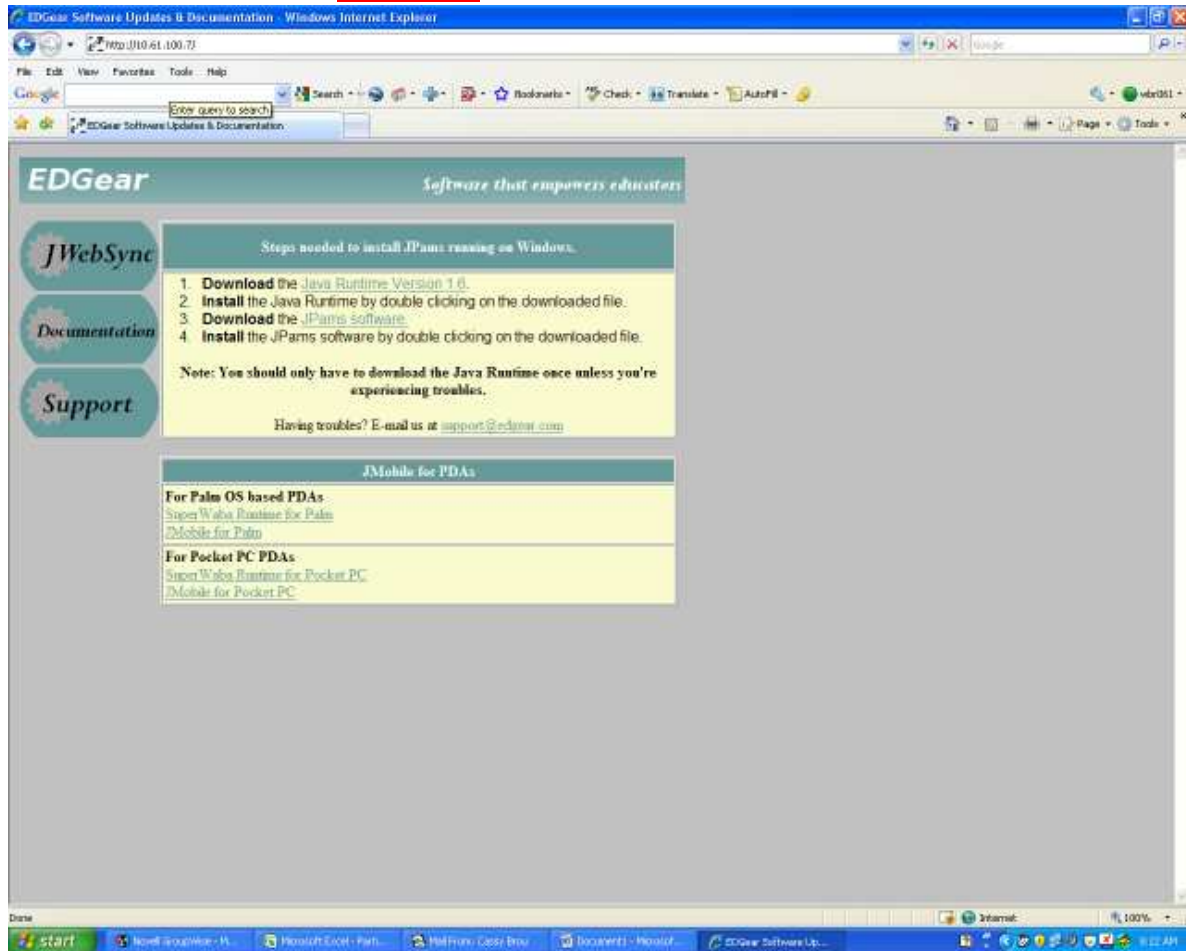
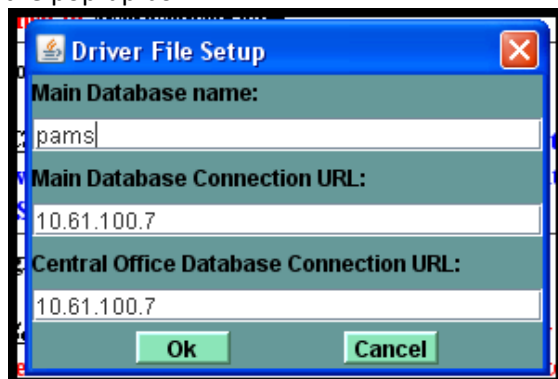


## Instructions for Installing JPAMS

1. The computer must be connected to the network. If you do not have network connection on your computer please send a work order to Tammy Seneca.
2. You will download the JPAMS software from the server. Go to your web browser and put in the following number in the address line: **10.61.100.7**



3. You need to download both the JAVA Runtime Version and the JPAMS software. Both pieces of software must be installed in order for the program to run.
4. Click on the Java Runtime – let it download then follow the instructions to install.
5. Click on the JPAMS software – download the software then follow the instructions to install. The password for installation is **super**.
6. Once installed and you launch the program for the first time you will need to place the following numbers into the pop-up box:



7. This will install all of the software. You will need a user id and password in order to get into JPAMS. If you do not have a user id and password, then your Principal needs to request an account from Tammy Seneca.