

**JPAMS Instructions for School Nurses**

**For accessing general data from Pupil Appraisal -- looking up only -- not adding health data:**

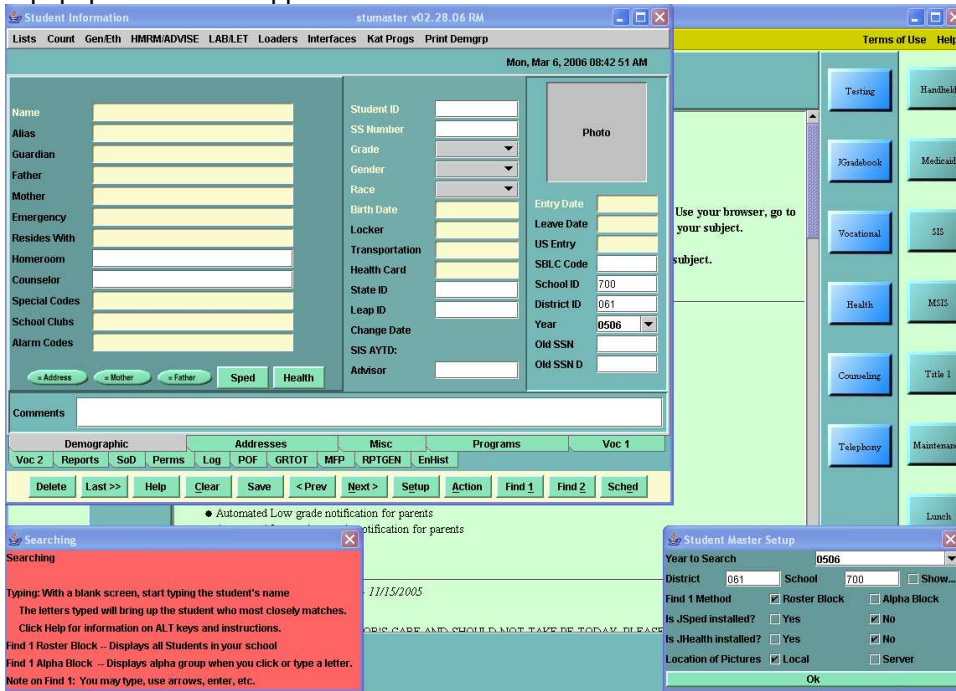
- 1. Open and logon to JPAMS



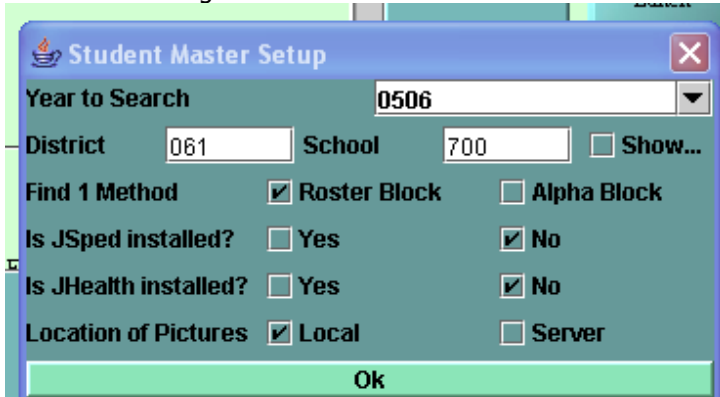
- 2. Click on the Student Master button.



- 3. A popup window will appear:



You must first log into the Student Master



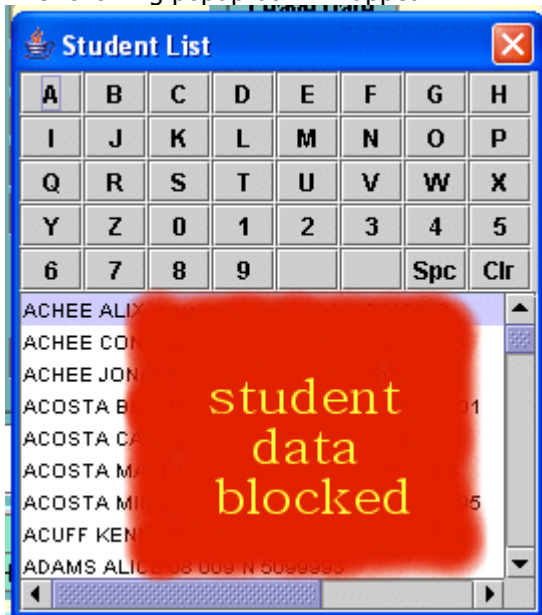
Make sure that the school number reads 700.

Click OK.

- To locate a student click on the Find 1 button.

**Find 1**

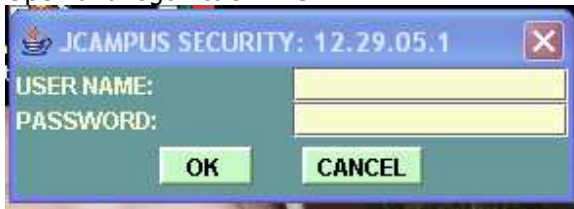
The following popup box will appear:



Begin typing the student's name. When it appears in the box click on the name to access the data.

**For accessing school data or inputting student health information from Pupil Appraisal:**

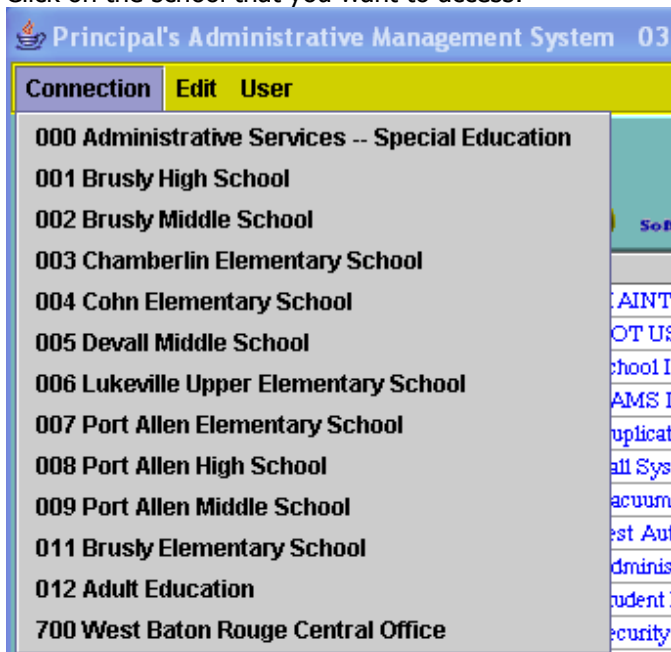
- Open and logon to JPAMS



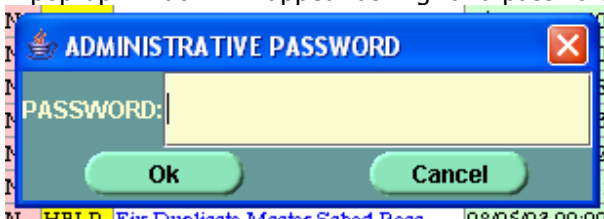
- Click on Connection (located in the top left-hand corner of your JPAMS main screen:



- Click on the school that you want to access:



- A pop-up window will appear asking for a password:



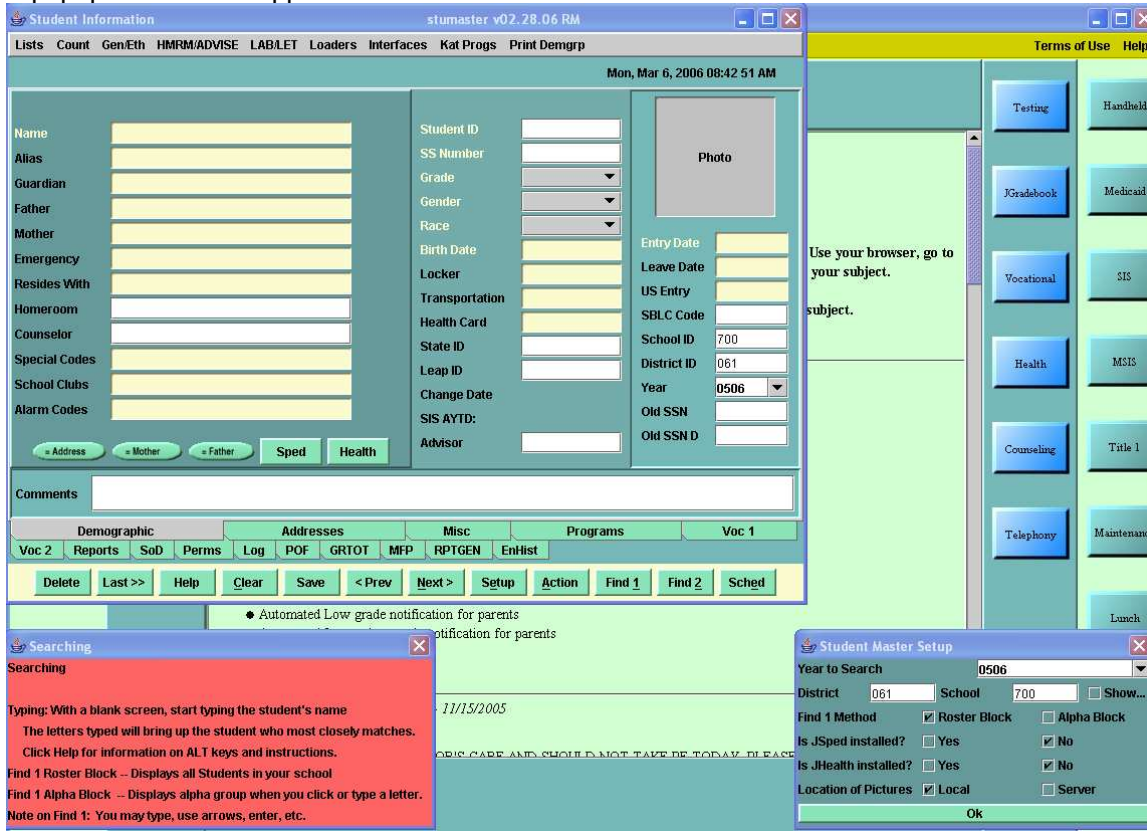
The password will be superadmin\_\_\_ and the school's three digit school number:

Brusly High School	superadmin001
Brusly Middle School	superadmin002
Chamberlin Elementary School	superadmin003
Cohn Elementary School	superadmin004
Devall Middle School	superadmin005
Lukeville Upper Elementary School	superadmin006
Port Allen Elementary School	superadmin007
Port Allen High School	superadmin008
Port Allen Middle School	superadmin009
Brusly Elementary School	superadmin011
Central Office (Main Database)	superadmin700

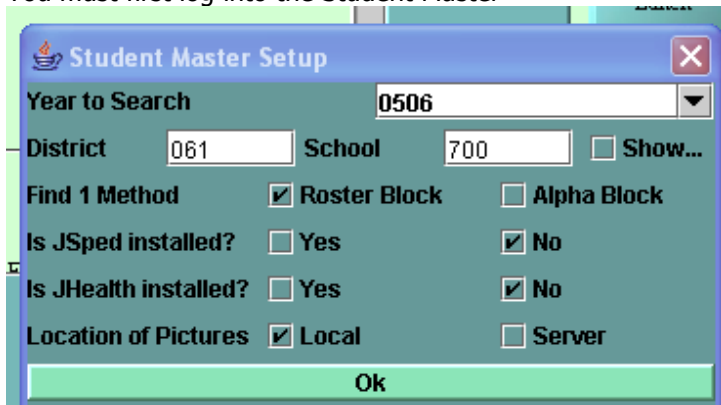
- This will put you on the school server. ANY changes you make are permanent – do not change ANY student demographic data. This is to be done only by the school administration, school secretary, or Central Office. If you see a problem and/or mistake, please contact the school.**
- Click on the Student Master button.



7. A popup window will appear:



You must first log into the Student Master

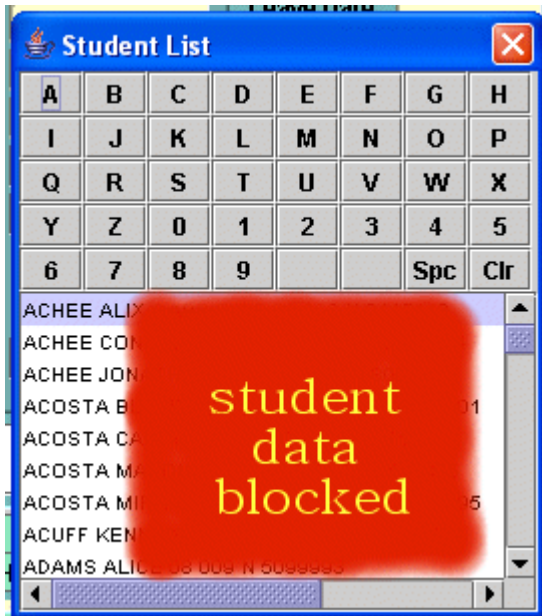


**Make sure that the school is the school number.**

8. To locate a student click on the Find 1 button.

**Find 1**

The following popup window will appear:

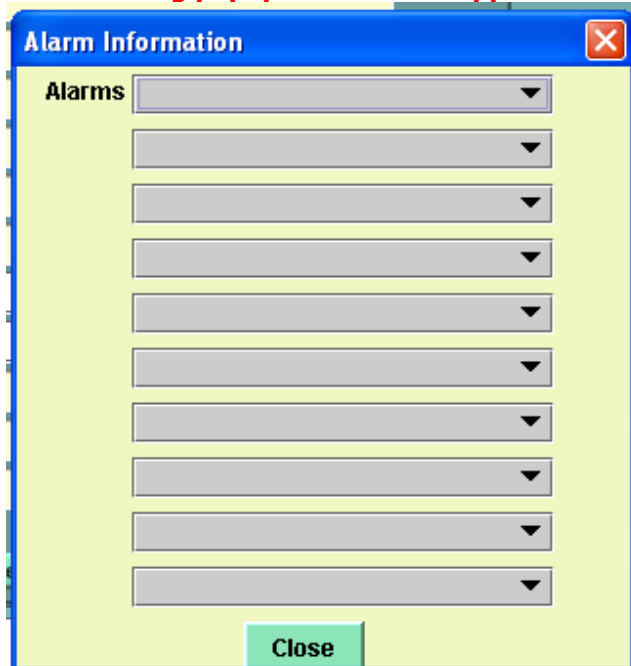


Begin typing the student's name. When it appears in the box click on the name to access the data.

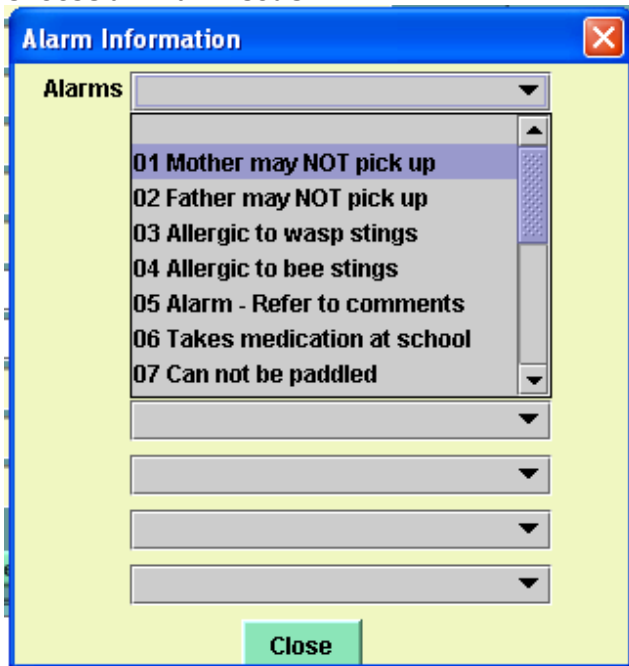
9. **To add an Alarm Code:**  
**Click in the box next to Alarm Codes:**

Alarm Codes

**The following popup window will appear:**



10. Choose an Alarm Code



When you put in an alarm code the box will turn RED.

**Codes:**

01 Mother may NOT pick up	09 Birth Certificate needed
02 Father may NOT pick up	10 Residence verification needed
03 Allergic to wasp stings	11 Other paperwork needed
04 Allergic to bee stings	12 Allergic to Penicillin
05 Alarm - Refer to comments	13 Allergic to Peanuts
06 Takes medication at school	14 Has Asthma
07 Can not be paddled	15 Sickle Cell Anemia
08 Permission to paddle	16 Heart Murmur

11. Adding Comments:

Comments  Type your comments directly into the comments box then click SAVE.

Save

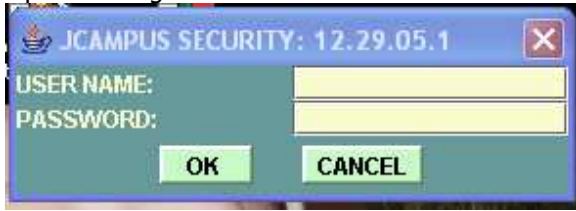
**Note: Remember ANYTHING put into the Comment section of the Student Master can be viewed by ANYONE with those permissions.**

12. To return to the Central Office Database go to Connections – West Baton Rouge Central Office – Password: superadmin700

**For accessing school data from a school:**

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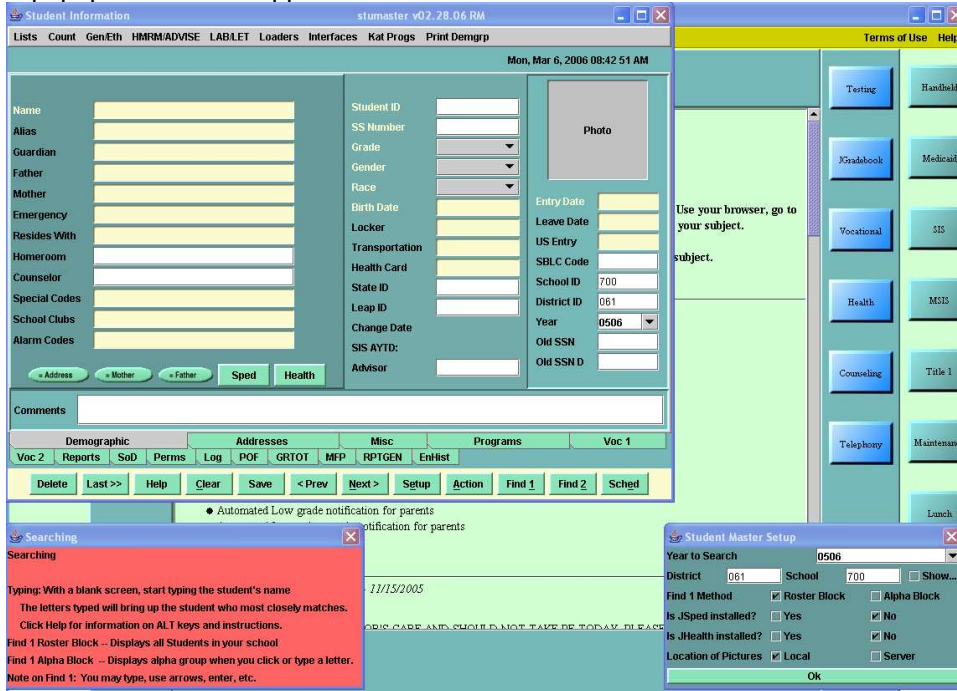
5. Open and logon to JPAMS



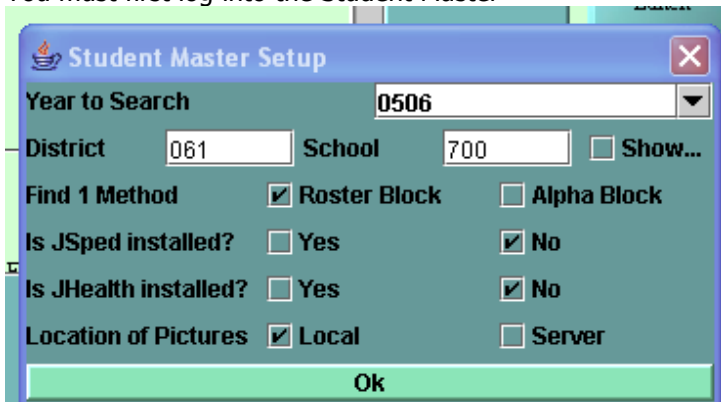
6. Click on the Student Master button.



7. A popup window will appear:



8. You must first log into the Student Master



Make sure the school number is in the school box and click OK.

Brusly High School	001
Brusly Middle School	002
Chamberlin Elementary School	003
Cohn Elementary School	004
Devall Middle School	005
Lukeville Upper Elementary School	006

Port Allen Elementary School	007
Port Allen High School	008
Port Allen Middle School	009
Brusly Elementary School	011
Central Office (Main Database)	700

9. This is your Student Master screen:

10. To locate a student click on the Find 1 button.

Begin typing the student's name. When it appears in the box click on the name to access the data.