



基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : SEPTEMBER 18, 2020
TO : PARENTS / GUARDIANS OF GRADES 7 TO 10
FROM : MRS. ROSELLE T. CLEMENÑA
Property Manager
SUBJECT : PARENT EMAIL REGISTRATION

Greetings in the name of our Lord Jesus Christ!

One of the effective ways Jubilee Christian Academy (JCA) communicates with Parents / Guardians is through email circular. To register for email circular, if you have not done so, please register as follows from September 21 to October 02, 2020.

1. To register email address

- 1.1. Log into our website, www.jca.edu.ph
- 1.2. Scroll down the homepage to see the Menu bars at the bottom of homepage
- 1.3. Click "Our Community"
- 1.4. Click "Parents"
- 1.3. Click "Subscription"
- 1.4. Fill in the needed information for Parent and child(ren)
- 1.5. Click "+Add row" to register more than one child
- 1.6. Click "xRemove List" to remove mistaken child(ren) entry
- 1.7. Click "I'm not a robot"
- 1.8. Click submit
- 1.9. Wait for the notification - "Your email has been registered successfully"
- 1.10. Click "ok"
- 1.11. Repeat #1.3. to 1.9 if registration is not successful

2. To update email address

- 2.1. Click "Update Subscription Preferences" on the line after the school address at the bottom on your email
- 2.2. Fill in the needed information
- 2.3. Click "Update Profile"
- 2.4. Wait for the notification - "Profile Updated"
- 2.5 Repeat #2.1. to 2.4. if updating is not successful

3. To unsubscribe from JCA if your child stop schooling at JCA

- 3.1. Click "Unsubscribe from the list" on the line after the school address at the bottom on your email
- 3.2. Wait for the notification - "Unsubscribe Successful"
- 3.3. Repeat #3.1. to 3.2. if unsubscribing is not successful



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4. To contact Information and Communication Technology Office on problem registering, updating, and / or unsubscribing, please see the following:

ICT Personnel	Mr. Manuel A. Borneo
Trunkline Number	8294-0843 to 45; 3416-7285 loc. 302
Viber Number	+639279565305
Email Address	property@jca.edu.ph
Schedule	Monday to Friday - 7:30 am to 10:30 am

5. Please be guided by the following reminders.

- 5.1. Only one email address per child is accepted
- 5.2. If multiple email addresses were registered, the last email address registered will be considered the official parent email address.

Thank you very much for your kind cooperation.