



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 ELEMENTARY
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 haven't 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.