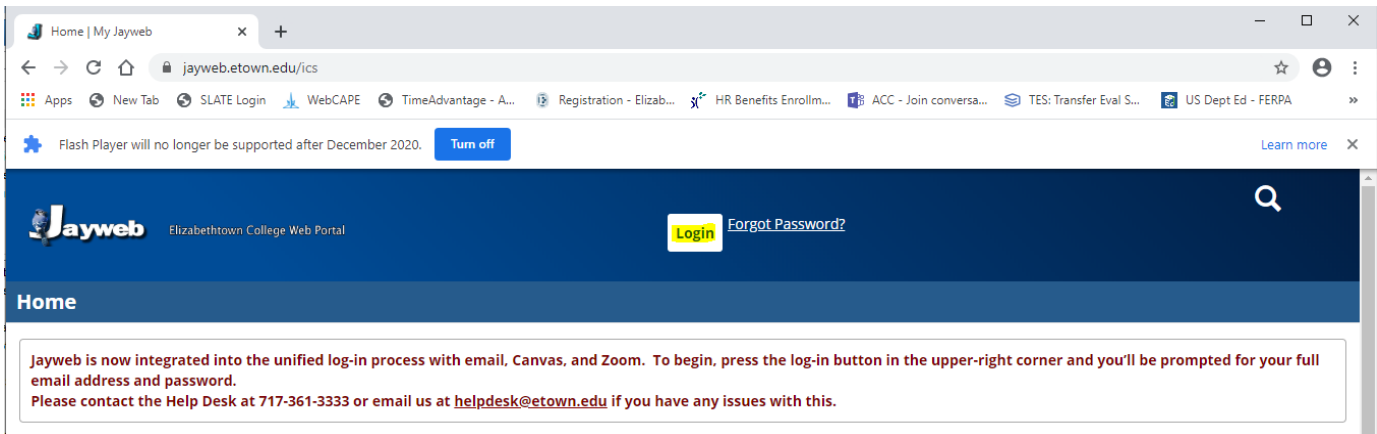


# Etown's Preliminary Check-In

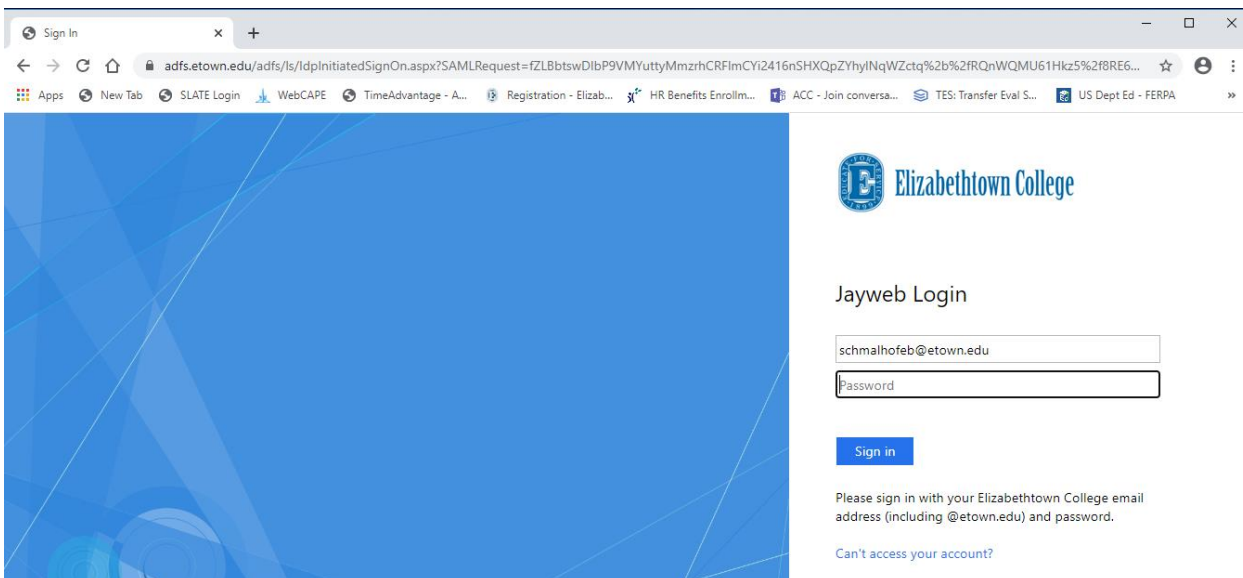
All Students are required to complete the online Preliminary Check-In which is available by logging into JayWeb. A registration hold has been placed on your account. You will not be able to make schedule changes or register for the next semester until the Preliminary Check-In has been completed. On Campus Students: we will not be able to validate your ID if the Preliminary Check-In is not complete. If your ID is not validated you will not be able to use it for meals or make purchases on campus.

## How to Access JayWeb

You can enter the full web address - <https://jayweb.etown.edu> or when you are on campus just type Jayweb in your web browser. JayWeb is now integrated into the unified log-in process with email, Canvas, and Zoom. To begin, click on the Login Button to be prompted for your full email address and password



When the login page appears enter your user name and your password (same as your Etown email account including the @etown.edu). If you do not know your email information contact our ITS Help Desk at 717-361-3333.



## How to Access the Preliminary Check-In page:

When you log into JayWeb the Welcome page will have a link to access the Preliminary Check-In page.

The screenshot shows the 'My Jayweb' interface. On the left is a navigation menu with 'Quick Links' such as 'Course Catalog', 'Course Listings', 'Email Mail', 'Help Desk', 'Schedule Generator', 'Passwords Login', and 'Online Library'. The main content area is titled 'Welcome' and 'Welcome Be Cool Student'. It contains information about adding and dropping courses for the term from Mar 1 2018 8:00AM until Aug 31 2018 4:30PM. A red banner indicates 'You currently have a hold(s). For specific information regarding the hold(s), contact the appropriate office.' Below this, there are links for 'Contact Residence Life' and 'Registration Check-In Hold Click Here to Complete Preliminary Check-In'. An arrow points to the 'Click Here to Complete Preliminary Check-In' link.

Students will have different links depending on their current status. All students will have three requirements to complete.

- Update Emergency Contact Information
- Preliminary Check In: Personal Information
- Preliminary Check In: Degree and Graduation Information

Students can have additional links if they meet these requirements:

- Local Address (students who are living off-campus)
- Declare Major Info (spring semester for first year students)

## How to Update Emergency Contact Information

Several years ago Elizabethtown College implemented a new emergency notification system called EC Alert. Typically, EC Alert messages will be sent to students via campus email. For immediately life-threatening and potentially catastrophic emergencies, though, the College has contracted for a service that will send EC Alert notices to cellular phones and text-enabled devices – such as PDAs and text phones – in addition to email notices. Through this system, parent(s) or guardian(s) can be notified of serious emergencies, such as a residence hall fire or tornado touchdown on campus. You are required to provide emergency contact information for yourself as well as a primary contact and secondary contact. Click on the link 'Update Emergency Contact Information'.

- **For new students**, a blank record will appear requiring you to add data about yourself.
- **For returning students**, the fields will be pre-populated with information that was provided in the past. Verify the information and make changes if necessary.

The screenshot shows the 'Emergency Contact Page' form. The form is titled 'Add Personal Contact Info'. It includes a note: 'New students MUST enter their personal, primary and secondary contact info first in order to register for classes'. There is a legend for '\* - Required Field'. The form fields include: Type (set to SELF), Home Phone, Work Phone, Mobile Phone, EC Alert (a dropdown menu with a red asterisk and the text 'Preferred phone number to contact in case of an emergency.'), and Notes. A 'Continue to Primary Contact Info' button is at the bottom.

Fill in the information and then click the **Continue to Primary Contact Info** button. At least one phone number needs to be filled in, which matches the EC Alert preferred number.

**NOTE:** Phone numbers should be added without hyphens or parenthesis. The EC Alert system cannot reach international telephone numbers or numbers that are not direct dial.

The screenshot shows a web form titled "Emergency Contact Page" with a sub-header "Add Primary Contact Info". A red asterisk indicates a required field. The form includes the following fields: "Type" (set to PRIMARY), "First Name" (required), "Middle Name", "Last Name" (required), "Home Phone", "Work Phone", "Mobile Phone", "Relationship" (dropdown, required), "EC Alert" (dropdown, required, with a note: "Preferred phone number to contact in case of an emergency."), "Email" (with a note: "Email address to receive EC alerts."), "Contact if Missing" (checkbox, with a note: "Contact this person in the event that you become missing"), and "Notes" (text area). A button at the bottom reads "Continue to Secondary Contact Info".

After submitting the information for yourself (or verifying what was previously entered) you will be directed to the Primary Contact Information Screen. For the **Primary Contact**, you must fill in at least one phone number that matches the EC Alert preferred number. You may also specify the Email Address to receive EC alerts.

**NOTE:** Phone numbers should be added without hyphens or parenthesis. The EC Alert system cannot reach international telephone numbers or numbers that are not direct dial.

The Federal Clery Act requires that we have students indicate who should be contacted if you are determined to be missing. If you do not want us to contact the person you listed as the primary contact you may want to check this until you enter your secondary contact. For more information on this Clery Act, click the link on the word 'missing'.

When done, click on the **Continue to Secondary Contact Info** button.

The screenshot shows a web form titled "Emergency Contact Page" with a sub-header "Add Secondary Contact Info". A red asterisk indicates a required field. The form includes the following fields: "Type" (set to SECONDARY), "First Name" (required), "Middle Name", "Last Name" (required), "Home Phone", "Work Phone", "Mobile Phone", "Relationship" (dropdown, required), "EC Alert" (dropdown, required, with a note: "Preferred phone number to contact in case of an emergency."), "Contact if Missing" (checkbox, with a note: "Contact this person in the event that you become missing"), and "Notes" (text area). A button at the bottom reads "Submit Emergency Info".

You will be asked to provide similar information for your secondary contact. If this information was submitted in the past you will be asked to verify/update the information. After entering/verifying the information click the **Submit Emergency Info** button. All students must complete a Self contact, Primary Contact & Secondary Contact. After this is submitted the system will re-direct you to the Check-In Status page.

## **PLEASE NOTE: Confirmation Message will be sent within 24/48 hours**

Within a day or two after entry into JayWeb, your mobile phone will receive a confirmation text message. The confirmation message will say: 'EC Alert: You are now confirmed to receive alerts from us. More info text reply "HELP" or "STOP ETOWN" to opt out.'

Most cellular phone providers do not require you to take any action to be opted-in to the text message feature of EC Alert. However, if your cellular provider is T-Mobile, you will be required to reply "Y ETOWN or YES ETOWN" to the message in order to be opted-in.

### ***How to complete the NC-SARA: Confirmation of Physical Presence form***

Elizabethtown College is a participant of the State Authorization Reciprocity Agreement (SARA), a voluntary, interstate agreement that establishes comparable standards for offering postsecondary distance education across state lines. Member states recognize participating institutions that are authorized in other member states. SARA establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. More information on NC-SARA is found online [here](#).

Click NC-SARA: Confirmation of Physical Presence.

NC-SARA: Confirmation of Physical Presence

**Required for all Students - State Authorization for Distance Education**

Elizabethtown College is a participant of the State Authorization Reciprocity Agreement (SARA), a voluntary, interstate agreement that establishes comparable standards for offering postsecondary distance education across state lines. Member states recognize participating institutions that are authorized in other member states. SARA establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. More information on NC-SARA is found online **here**.

To ensure compliance with state and federal education regulations, the College and academic departments must identify courses, and students, that engage in distance education in another state, country or internationally. Please take a moment to complete this form, providing **your physical location where you complete 50% or more of your coursework for this semester**.

**Please confirm where you will reside this semester:**

\*

\*NOTE: If you select **Address other than Legal/Home/Permanent**, Registration and Records will be contacting you to follow up on that information. Please check your etown.edu email regularly. Contact regandrec@etown.edu if you have any questions. Thank you!

**Thanks for helping us keep your information up-to-date!**