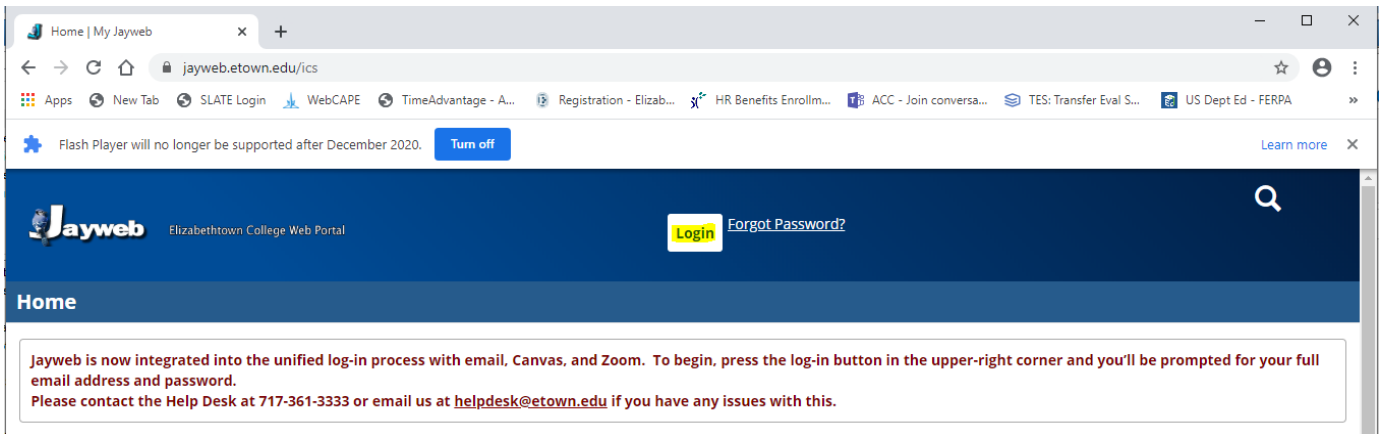


Etown's Preliminary Check-In

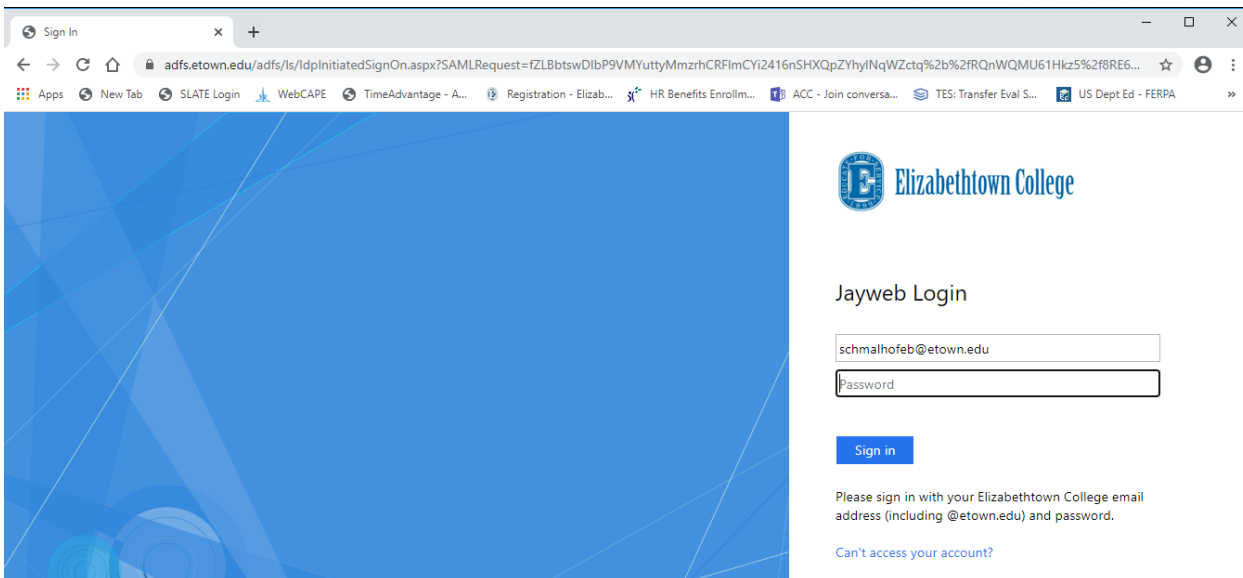
All Students are required to complete the online Preliminary Check-In which is available by logging into JayWeb. A registration hold has been placed on your account. You will not be able to make schedule changes or register for the next semester until the Preliminary Check-In has been completed. On Campus 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 displays the JayWeb Elizabethtown College Web Portal. At the top, there is a navigation bar with 'Home', 'Groups', 'Student', and 'Common' links. Below this, a 'My Jayweb' section contains a 'Welcome' message with a red alert: 'CHECK IN NOT COMPLETE' and a blue link: 'Click Here to Complete Preliminary Check-in'. A large yellow arrow points to this link. Below the 'Welcome' section is the 'New Home' section, which is divided into three columns: 'Main', 'Top Pages this Month', and 'Quick Links'. The 'Top Pages this Month' column contains a list of links, including 'Preliminary Check-in', which is highlighted by a black arrow.

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

- Update Degree and Graduation Information
- Update NC-SARA
- Update Personal Information

How to Update Emergency Contact Information

Elizabethtown College utilizes an 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.

Emergency Contact Page

Add Personal Contact Info

New students **MUST** enter their personal, primary and secondary contact info first in order to register for classes

* - Required Field

Type: SELF

Home Phone:

Work Phone:

Mobile Phone:

EC Alert: * Preferred phone number to contact in case of an emergency.

Notes:

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.

Emergency Contact Page

Add Primary Contact Info

* - Required Field

Type: PRIMARY

First Name: *

Middle Name:

Last Name: *

Home Phone:

Work Phone:

Mobile Phone:

Relationship: *

EC Alert: * Preferred phone number to contact in case of an emergency.

Email: Email address to receive EC alerts.

Contact if Missing: Contact this person in the event that you become [missing](#)

Notes:

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.

Emergency Contact Page

Add Secondary Contact Info * - Required Field

Type: SECONDARY

First Name: *

Middle Name:

Last Name: *

Home Phone:

Work Phone:

Mobile Phone:

Relationship: *

EC Alert: * Preferred phone number to contact in case of an emergency.

Contact if Missing: Contact this person in the event that you become [missing](#)

Notes:

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.

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!

SUBMIT THIS FORM

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