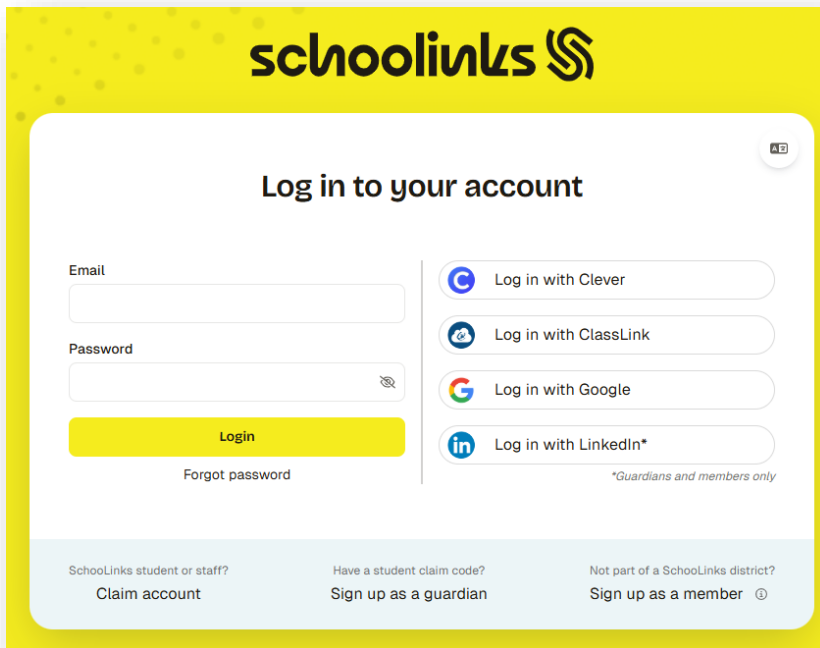


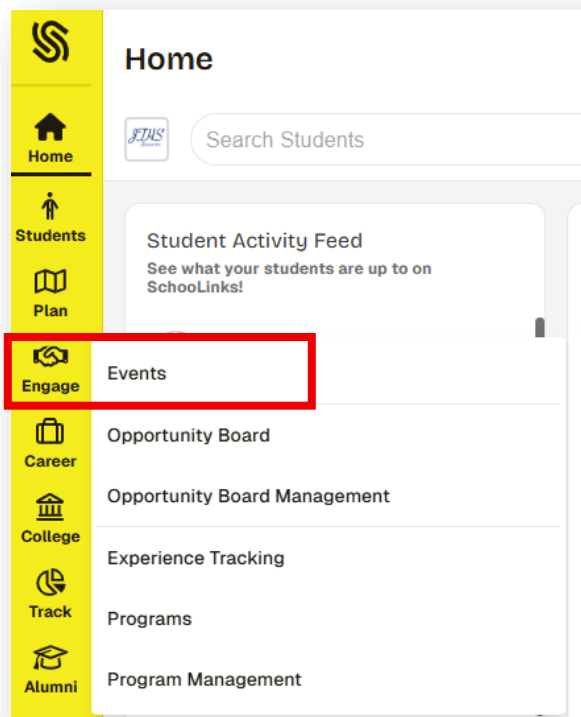
How to Register for Field Trips using SchoolLinks
This is a bilingual document. The Spanish translation will follow the English version.

1. Log into “SchoolLinks.”



The image shows the SchoolLinks login page. At the top, the 'schoolinks' logo is displayed on a yellow background. Below the logo, the heading 'Log in to your account' is centered. On the left side, there are input fields for 'Email' and 'Password', followed by a yellow 'Login' button and a link for 'Forgot password'. On the right side, there are four social login buttons: 'Log in with Clever', 'Log in with ClassLink', 'Log in with Google', and 'Log in with LinkedIn*'. A small note at the bottom right of the social login section states '*Guardians and members only'. At the bottom of the page, there are three links: 'SchoolLinks student or staff? Claim account', 'Have a student claim code? Sign up as a guardian', and 'Not part of a SchoolLinks district? Sign up as a member'.

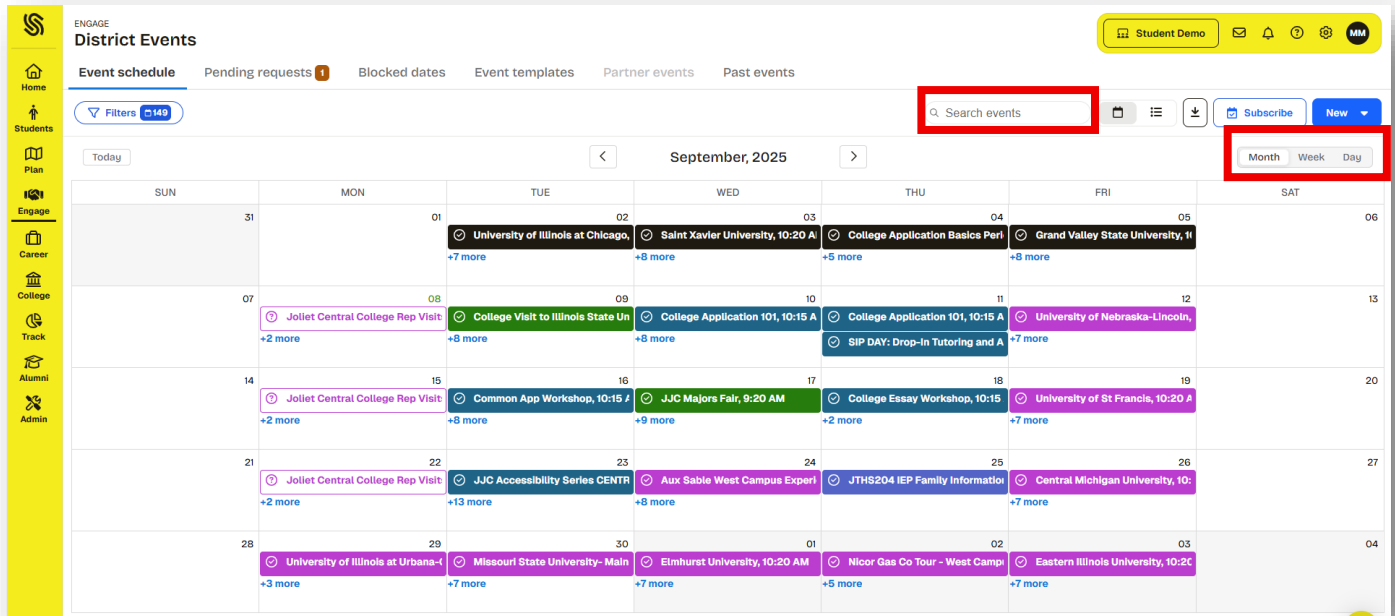
2. Select “Engage” on the left side of the screen.
 - a. Select “Events” from the drop down.



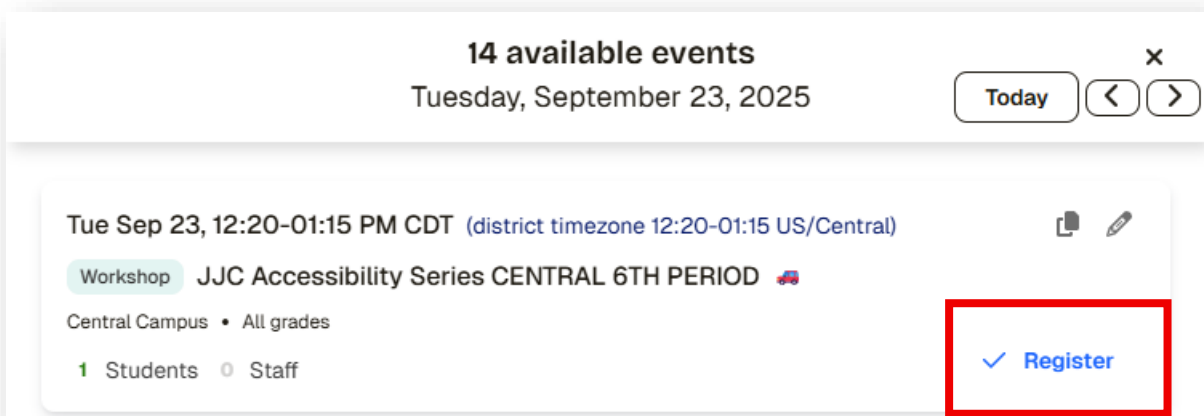
How to Register for Field Trips using SchoolLinks

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3. Once you click **“Events,”** a new window with your events will be displayed. You can either view by month, week, or day. To view by month, select the Calendar on the right side next to the **“Search events”** Bar.
 - a. If you know the name of the event, you can utilize the search bar to find it quicker.
4. Once you find the event you would like to sign your student up for you will click on the event.
 - a. A list of all the events on that specific day will come up and you will click **“Register”** for the event of your choice.



5. Once you click on **“Register,”** a mini side bar will appear with event details and contact information.



How to Register for Field Trips using SchoolLinks

This is a bilingual document. The Spanish translation will follow the English version.

The screenshot shows a mobile application interface for event registration. At the top, the event title 'JJC Accessibility Series CENTRAL 6TH PERIOD' is displayed with a close button (X) to its right. Below the title, the date and time 'Tue Sep 23, 2025 | 12:20 am - 1:15 pm CDT' are shown, along with a calendar icon. A green 'Workshop' tag is positioned below the date. A message box with a person icon states 'You are not registered for this event.' Below this, a prominent blue button with the text 'Register for event →' is highlighted by a red rectangular border. Underneath the button, the event is categorized as an 'In-person event' with a car icon, and the location 'Lower Library' is listed. The 'Event Description' section follows, containing text about students with IEP or 504 plans attending in 2026, and a bulleted list starting with 'Assist ...'. A 'See more' link is provided below the list. At the bottom, the text 'Event manager' is visible.

JJC Accessibility Series CENTRAL 6TH PERIOD

Tue Sep 23, 2025 | 12:20 am - 1:15 pm CDT

Workshop

You are not registered for this event.

Register for event →

In-person event 🚗

Lower Library

Event Description

Students who have an IEP or 504 and plan to attend JJC in 2026 should attend this series. Each session will have a different topic such as:

- Assist ...

[See more](#)

Event manager

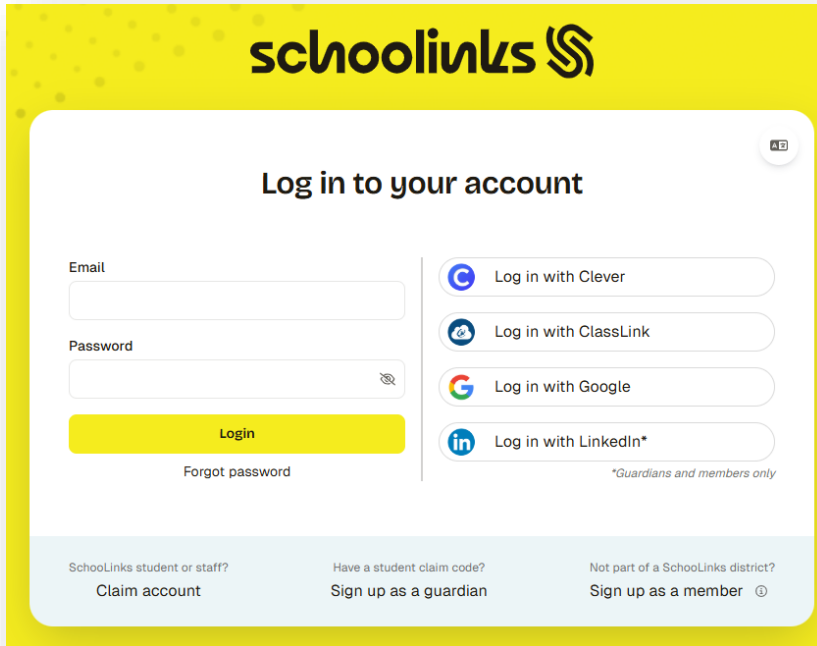
6. Click the “**Register**” button. You are now done registering your student for the event! **Please be sure to view all event flyers attached to event details as the field trip form MUST be filled out for your student to attend the event.**

How to Register for Field Trips using SchoolLinks

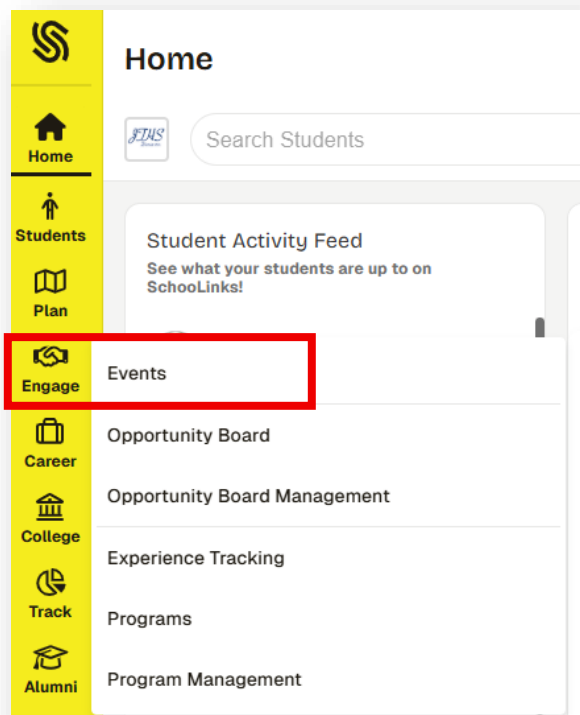
This is a bilingual document. The Spanish translation will follow the English version.

En español:

1. Inicie sesión en “SchoolLinks.”

The image shows the SchoolLinks login interface. At the top, the 'schoolinks' logo is displayed on a yellow background. Below the logo is a white box titled 'Log in to your account'. Inside this box, there are two columns. The left column contains input fields for 'Email' and 'Password', a yellow 'Login' button, and a link for 'Forgot password'. The right column features four social login buttons: 'Log in with Clever', 'Log in with ClassLink', 'Log in with Google', and 'Log in with LinkedIn*'. At the bottom of the white box, there are three links: 'SchoolLinks student or staff? Claim account', 'Have a student claim code? Sign up as a guardian', and 'Not part of a SchoolLinks district? Sign up as a member'. A small note at the bottom right of the right column states '*Guardians and members only'.

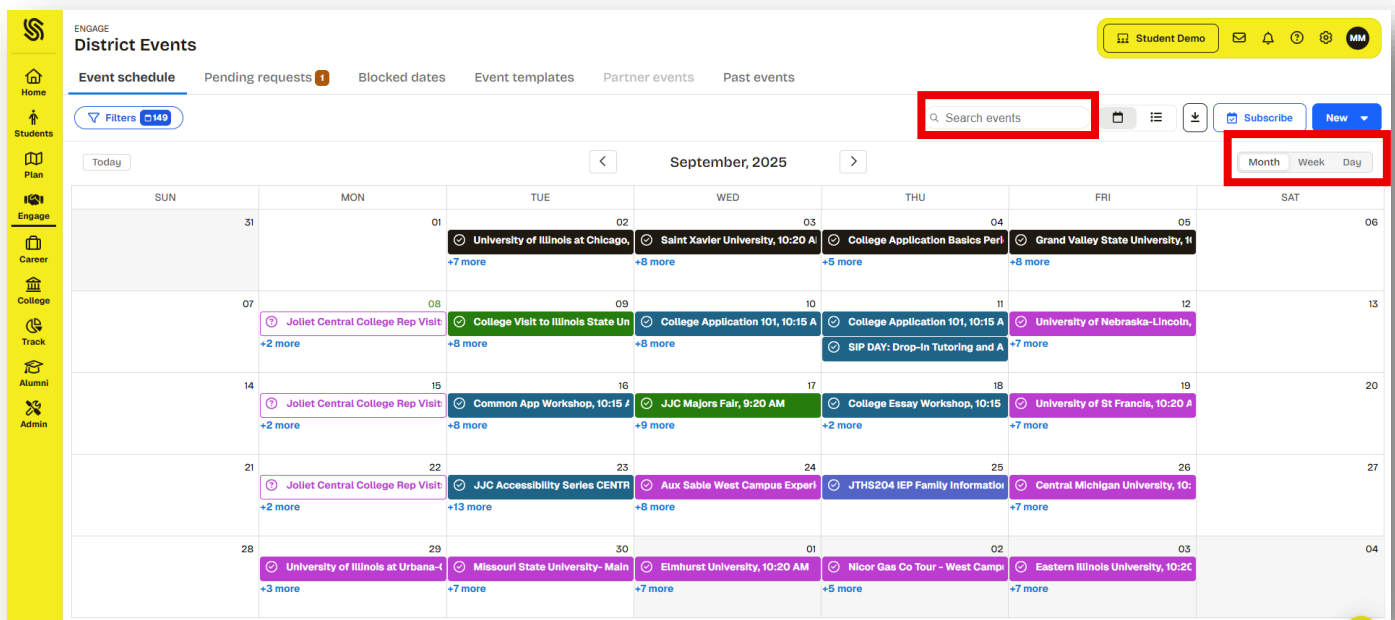
2. Seleccione “Engage/Activar” en la parte izquierda de la pantalla.
 - a. Seleccione “Events/Eventos” en el menú.



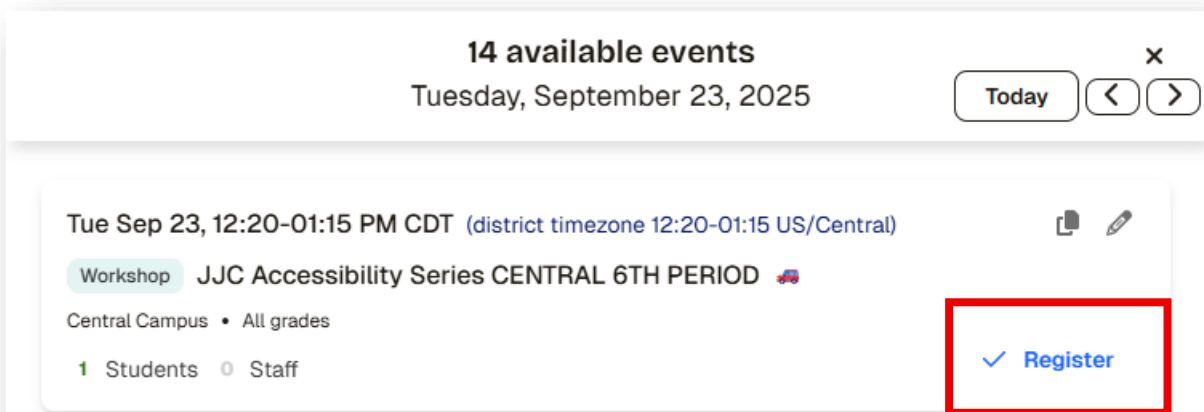
How to Register for Field Trips using SchoolLinks

This is a bilingual document. The Spanish translation will follow the English version.

3. Una vez que haga clic en **“Events/Eventos,”** aparecerá una nueva ventana con sus eventos. Puede consultar los eventos por mes, semana o día. Para ver los eventos por mes, seleccione el Calendario en la parte derecha junto a la barra **“Search events/Buscar eventos.”**
 - a. Si conoce el nombre del evento, puede utilizar la barra de búsqueda para encontrarlo más rápidamente.
4. Una vez que encuentre el evento que desea inscribir a su estudiante, haga clic en el evento.
 - a. Aparecerá una lista de todos los eventos de ese día específico y hará clic en **“Register/Inscribirse”** al evento de su interés.



5. Una vez haya hecho clic en **“Register/Inscribirse,”** aparecerá una pequeña barra con los detalles del evento y la información de contacto.



How to Register for Field Trips using SchoolLinks

This is a bilingual document. The Spanish translation will follow the English version.

The screenshot shows a mobile application interface for an event registration. At the top, the event title 'JJC Accessibility Series CENTRAL 6TH PERIOD' is displayed with a close button (X) to its right. Below the title, the date and time 'Tue Sep 23, 2025 | 12:20 am - 1:15 pm CDT' are shown, accompanied by a calendar icon with a plus sign. A light green tag labeled 'Workshop' is positioned below the date. A status message 'You are not registered for this event.' is displayed with a person icon. A prominent blue button with the text 'Register for event →' is highlighted by a red rectangular border. Below the button, the event is categorized as an 'In-person event' with a car icon, and the location 'Lower Library' is listed. The 'Event Description' section states: 'Students who have an IEP or 504 and plan to attend JJC in 2026 should attend this series. Each session will have a different topic such as:'. A bulleted list begins with 'Assist ...'. A blue link 'See more' is provided. At the bottom, the text 'Event manager' is visible.

JJC Accessibility Series CENTRAL 6TH PERIOD

Tue Sep 23, 2025 | 12:20 am - 1:15 pm CDT

Workshop

You are not registered for this event.

Register for event →

In-person event 🚗

Lower Library

Event Description

Students who have an IEP or 504 and plan to attend JJC in 2026 should attend this series. Each session will have a different topic such as:

- Assist ...

[See more](#)

Event manager

6. Haga clic en el botón “**Register/Inscribirse.**” ¡Ya terminó de inscribir a su estudiante para el evento! **Por favor, asegúrese de consultar todos los folletos del evento adjuntos y los detalles del evento, ya que el formulario de excursión DEBE ser llenado para que los estudiantes puedan asistir al evento.**