

A wife of a JDI student

1. First Day: Creating the husband student account
 - a. Open the JDI Home page <https://deacons.pcj.edu>
 - b. Scroll down the page and click on the button: **New Student Setup**
 - c. Complete the form including your email and a password
 - d. Click the SUBMIT button at the bottom of the page.
At this point, you have a permanent student record. This step may not be repeated.

2. First Day: Creating the wife account
 - a. The husband logs into their account and finds the button called "ADD wife"
 - b. By clicking this button, a new account is created that is linked to the husband account.
 - c. Complete the new student form for the wife. The wife **MUST** have a unique email address for her account. This email address is used to login and register for classes and to participate in classes.
 - d. Click SUBMIT at the bottom of the page.
At this point the wife has a permanent student record. This step may not be repeated.
AFTER the husband has registered for a class, the wife may register for the same class and will be placed in an audit category at no cost. If the wife registers first, she will be charged as she is taking a course where her husband is not a registered student.

3. Class Registration Day: Diocese asks you to register for a specific class
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Scroll down the page and click on the button: **Student Login to access the Registration System**
 - c. Insert the wife's email address and password in the login form and click the **Sign in** button
 - d. Click on the button: **REGISTER/PAY FOR CLASSES**
 - e. Click the selection button in the select column next to the classes you are to take.
 - f. Click the button: Register for these classes.
 - g. If the diocese is paying, you are done
 - h. If the diocese requires a partial or full payment, click the button to make a payment.

4. Before your first class
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Read the JDI Academic Standards and Process documents
 - c. View the How to take classes videos

5. Before your class starts
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Click on the Catalog and Schedule drop down menu.
 - c. Click on the Catalog menu choice.
 - d. Find the course(s) and Click on the Course Syllabus.
 - e. Review the Course Syllabus and make arrangements to get the required books.

6. During a Class
 - a. Open the Learning Management System <https://classes.pcj.edu>
 - b. Log in using your own email address and the password from your student record.
Note that if you are sharing a computer, you may have to log out your spouse before you can login.
 - c. Find the course on the LMS home page and click on the course to see the course information
 - d. Scroll down to the current week to view the recorded lecture, read the course materials and complete the assignments, journal entries, forums, zoom sessions as assigned for that week.