

## Submitting Electronic JUMS Reports

In accordance with CCR 145-2, JROTC Instructors are required to submit the following reports from JUMS electronically.

These reports are:

- Enrollment Report
- Intentions of Graduates Report
- America's Promise Report

NOTE: The Unit School Information Report is automatically submitted with the Enrollment Report.

Brigade, Region, and JROTC Headquarters will view these reports and use accordingly, but will not be able to edit the data.

Please follow these directions to submit required reports on or before your suspense dates:

<b>1. Creating JUMS Report Folders</b>	
1	<b>Double click</b> on My Computer.
2	<b>Double click</b> your C:\ drive. (NOTE: If using a floppy disk, choose your A:\ drive).
3	<b>Click</b> on <i>File</i> (on your Tool Bar)
4	<b>Click</b> <i>New</i>
5	<b>Click</b> <i>Folder</i>
6	<b>Rename</b> this folder to <i>JUMS Enrollment Report</i> . (NOTE: Type the name for the new folder and then press ENTER).
7	<b>Repeat</b> steps 3 through 6 to create folders for each of the following: <ul style="list-style-type: none"><li>▪ <i>America's Promise Report</i></li><li>▪ <i>Intentions of Graduates Report</i></li></ul>
8	<b>Click</b> the <b>X</b> in the upper right hand corner of your screen to exit <i>My Computer</i> .
9	<b>Proceed to next table.</b>

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<b>2. Submitting JUMS Report Files</b>	
1	Log into your JUMS program using the computer containing the JUMS report folders you created following the steps in table 1, <b>Creating JUMS Report Folders</b> . (NOTE: If you created your folders on a floppy disk, place that disk in the appropriate drive on the machine where your JUMS 3.0 is located.)
2	<b>Click</b> the Reports button and select the Unit tab.
3	<b>Select</b> the report you wish to send (e.g. Enrollment, Intentions of Graduates, Americas Promise)
4	<b>Click</b> the Run button to open the report.
5	<b>Click</b> the date of the report with the correct data you will submit (e.g. 9/18/2004 9:55:31 AM) in the <i>Select a Report</i> box.
6	<b>Click</b> the Submit button. (NOTE: If submitting your enrollment report, your staff, academic credit, and school information will be submitted with this report).
7	<b>Select</b> the Drive containing your JUMS reports folders, e.g. A:\ drive, C:\ drive.
8	<b>Double Click</b> on this drive under Directory to display all folders on this drive.
9	<b>Double Click</b> to select the appropriate folder (e.g. select <i>JUMS Enrollment Report, Americas Promise, etc.</i> ).
10	<b>Click</b> the Select button.
11	<b>Click</b> OK on the <i>File successfully created</i> pop up prompt.
12	<b>Close</b> or minimize JUMS.
13	<b>Proceed to next table.</b>

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<b>3. Uploading Report Files</b>	
1	<b>Launch</b> your Internet Explorer browser and go to the JROTC Web Portal ( <a href="http://www.usarmyjrotc.com">www.usarmyjrotc.com</a> ).
2	<b>Login</b> to the web portal.
3	<b>Click</b> the <i>Automation</i> menu item.
4	<b>Click</b> JCIMS.
5	<b>Click</b> Enter the <u>JCIMS</u> program.
6	<b>Login</b> to JCIMS with your User ID of Firstname.Lastnamelast 4 of SSN (Upper case for first letter of each name) (e.g. John.Smith0294).
7	<b>Type</b> your JCIMS password.
8	<b>Click</b> the LOGIN button.
9	<b>Click</b> on the Menu tab on the tool bar.
10	<b>Click</b> Attach Files.
11	<b>Click</b> the <b>JUMS Upload to</b> JCIMS radio button.
12	<b>Click</b> the Select button
13	<b>Click</b> OK to Uploading JUMS to JCIMS. Are you sure you wish to continue?
14	<b>Click</b> the Browse button.
15	<b>Click</b> the drive containing your JUMS report folders, e.g. A:\ drive, C:\ drive.
16	<b>Double click</b> on the folder containing the report you wish to submit, e.g. JUMS Enrollment Report.
17	<b>Double Click</b> on the name of the file you want to upload.
18	<b>Click</b> the Attach button.
19	<b>Click</b> OK (Your file has been successfully uploaded and saved).
20	<b>Repeat</b> steps 9 through 19 to upload additional reports.
21	<b>To view</b> and print the uploaded reports in JCIMS, skip steps 22 through 24 and proceed to the "View and Print Reports" table for detailed instructions.
22	<b>Logout</b> of JCIMS using the button in the upper right of the tool bar.
23	<b>Logoff</b> portal
24	<b>Proceed to next table.</b>

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<b>4. View and Print Reports</b>	
1	<b>Click</b> Menu.
2	<b>Click</b> Agg. Reports.
3	<b>Click</b> on the desired report (e.g. Open Enrollment Report.)
4	<b>Right click</b> on your screen.
5	<b>Click</b> on the option you want. (NOTE: Select " <b>Print</b> " to print the).
6	Use the Return to Previous Screen button to view or print other reports.
7	<b>Click</b> the X in the upper right hand corner of the tool bar to logoff JCIMS.
8	<b>Logoff</b> portal.