



## JA Engage Resource Guide Educator Version 2020

### Introducing JA Engage

JA Engage is the new platform we will use to register your classroom for a JA program. This system gives you access to your classroom details at all times, allows volunteers to sign up online, as well as streamline the registration process for JA Staff. **Every teacher will need to register their classroom through JA Engage.**

### Register Your JA Educator Account

- Go to this website to begin: <https://engage.ja.org/?site=heartland>
- In the top right corner please click **Create Account** to create your account. Please keep note of your email and password used to create the account as you will need this in the future
  - Password Requirements
    - Password must be a minimum of 8 characters
    - Password requires at least one special character (!@#%&\*+=`|\\()?)
    - Password requires at least one number
    - Password requires at least one uppercase letter
- Select **I am an Educator** and fill in the form with your **school's** information
- You will receive an email that your account has been successfully created
- Use the hyperlink provided in your email to verify and activate your account. Once activated, click **Sign In** at the top right corner of the page to log in

## Now, let's get your classroom registered!

- Select **Request a Class\***
- Enter your:
  - School Name (If your school name does not appear right away try again after entering your grade)
  - Grade
  - Select the JA program that will be taught this year (filter by grade)
  - Delivery method: SELECT STANDARD (If you prefer the virtual option for your JA program, please indicate this in the Comment section under Optional Fields)
  - Program Year: 2020-2021

### Request a Class

As a teacher, you can help us by adding your classes with this form. Once your submission has been reviewed and approved, your class will appear in search results for volunteers to sign up.

#### Required Fields

School:

Grade:

Click [here](#) for more information about JA Programs.

Delivery:  Classes taught on multiple days.

Program Year:  July 1, 2019 to June 30, 2020

#### Optional Fields

Semester:

Start:  End:  Time:  To:

Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  To Be Determined

Room:

Total number of students:

Comments:

- **\*Optional Fields\*** Please fill this section out so volunteers know your preferences
  - Semester (Please select only Fall or Spring)

- Preferred class date
    - If your class dates and times must change, please be sure to communicate this with your volunteer.
  - Preferred class time
  - Preferred day of the week (if you are requesting JA over several weeks in your classroom)
  - Room number (If you do not know please leave blank)
  - Number of students (If you do not know please leave blank)
  - Comments
    - Please leave comments here, such as **“I request *volunteer name here as my volunteer*”** or **“I prefer to offer the virtual option”**. You can also use this space to provide more clarification on dates and times for your JA program, or anything else you’d like us to know about your classroom or school. If you do not request a volunteer on this form, but find a volunteer later on, please contact our JA Staff to be sure your classroom has not already been paired with one of our eager volunteers!
- Submit your form. You will receive an email confirmation that your JA program has been requested
  - JA Staff will look over your program request and send you an email with your registration approval. You should receive your email confirmation within 2-3 business days. We will also include a link for you to share in various school and community communications (i.e. newsletters, social media accounts, websites, etc.) to help connect a volunteer to your JA program

**\*Please complete this process for each individual class**

## Manage Your Class and Contact Information

**My Classes**

Classes You're Teaching | Classes You're Volunteering In

Current | History

Program Name	School/Org	Date/Time	Status	View
JA Our City	Holy Family School	Sep 3, 2018 10:00 AM - Sep 3, 2018	Approval Pending ?	View
JA Our Families	Holy Family School	Sep 3, 2018 9:00 AM - Sep 3, 2018	Approval Pending ?	View

- Sign into JA Engage and click **My Classes**
- Under the **Classes You're Teaching** tab, Program Names are listed. These are your classes. Click the **View** button on the right-hand side to view class details. This is where your JA Program Volunteer contact information will be listed

**Important!** Remember to connect with your JA Program Volunteer to confirm the date and time for each JA lesson.

- To view classes from previous semesters/years, click the **History** tab. It will display your JA Program history since 2016

*Need to cancel your class?* You can easily cancel your JA program by clicking the **Cancel this Class** button under the class details page.

### Edit your account information

- Sign into the system and click **Hello, Your Name**
- Click **My Account**
- Add/edit your email, password, and contact information, then click **Update** to complete
- Click **My Affiliations** tab to add or change your school on your profile, then click **Save Changes**

## Frequently Asked Questions

- **Which JA program should I choose?** [JA program descriptions](#) are available online. For elementary classes, choose the JA program specific to the class grade. For middle and high school, many options are available depending on how it fits with your curriculum. If you are unsure, you can click “unsure” under the Program dropdown and your [local JA office](#) will contact you to determine the JA program that works best for your class.
- **How do I request more than one class?** The registration process will need to be completed for each class. Please follow the steps under **Now, let’s register your classroom** section of this guide to register additional classes.
- **If I Request a Class, will the system confirm my request is approved?** Once you click the Request a Class button, the system will send the request to a JA staff member who will review the request. The JA staff member will contact you directly in 2-3 business days to update you on the status of your request.
- **How do I know who my JA Program Volunteer is?** You can view volunteer contact information for all of your JA programs. Once you are logged in, click **My Classes**, then **View** to display the class details.
- **Can I cancel a class through JA Engage?** Yes, once you are signed into the system, click **My Classes**, then **View** to display the class details. Click **Cancel class** button to remove. JA Staff will be notified about the cancellation and volunteers will be dropped from the class. To best serve our schools and students, please provide an explanation for the withdrawal.
- **Why doesn’t my class history show all of my JA programs from previous years?** When you click the **History** tab, it will display your JA program history, however the system only captures programs starting in 2016 when the database was created.
- **What do I do if I’m having trouble logging in?** Use the **Forgot your password** link in the sign in section. The system will send you an email to reset your password. If you are still having issues, make sure you are using the same email address you used when you created your account for JA Engage. If you have changed schools, remember to update your email address. You can do this under **My Account**.

## Additional Questions?

We understand this is a new process and may come with many questions. Please feel free to contact us, we are here to help!

Christy Kunz  
Vice President – Education  
[christy.kunz@ja.org](mailto:christy.kunz@ja.org) | 309-277-3907

Stacy Voelliger  
Senior Education Manager  
[stacy.voelliger@ja.org](mailto:stacy.voelliger@ja.org) | 309-277-3902

Nora Shook  
Education Manager  
[nora.shook@ja.org](mailto:nora.shook@ja.org) | 563-845-0545

Melissa Rebro  
JA World Director  
JA BizTown<sup>®</sup> and JA Finance Park<sup>®</sup>  
[melissa.rebro@ja.org](mailto:melissa.rebro@ja.org) | 563-884-4438