JA Engage offers Junior Achievement volunteers access to sign up and manage their own volunteer opportunities online.

Start by searching for classes by zip code or school, select a class in which to volunteer, register for an account and then login to view your volunteer history and manage contact information.

**How to Get Started:**

1. Visit [https://engage.ja.org/?site=JASAC](https://engage.ja.org/?site=JASAC) and click the Volunteer for a class link
2. Use the Search feature to find a class (Search by zip code, school or use the advanced features to filter semester, grade, delivery method or program.)
3. Click on the school and then the class you prefer
4. Click the Volunteer for this class button
5. Complete the form to create a volunteer account then click Register. If you are volunteering with your company, please use your business email address.
6. Go to your email box and click the link to activate your account, then Sign In at the top of the screen.
7. Review the Conduct Standards then click the I have read and agree to the Conduct Standards checkbox
8. Answer drop down questions; click Add Organization to connect your company to your account if it’s not automatically connected.
9. Click Sign Up button; a confirmation email will be sent
10. A JA staff member will email you within 2-3 business days with details to start your class

**Manage Your Classes and Contact Information:**

**View your classes**

1. Sign into JA Engage and click My Classes at the top of the screen.
2. You will see a list of all classes you have volunteered to lead. Click the View button on the right side of that Program Name to view class details and directions to the school.
3. View other classes in which you’ve volunteered in the past by clicking My Classes, then History tab.

*Need to cancel your class?* You can easily remove yourself from a class by clicking the Withdrawal from Class button under the Class Details page.

**Edit your account information**

1. Sign into the system and click Hello, Your Name
2. Click My Account from the dropdown menu
3. Add/edit your email, password, and contact information, then click Update to complete
4. Click My Affiliations tab to add your company/organization to your profile, then click Save Changes

**View Open Classes in Real-Time!**

**Sign Up Online Anytime!**

**Manage Contact Info!**
Frequently Asked Questions

1. **Will the search feature only provide classes in my Junior Achievement area (ex: Roseville, Sacramento, Yuba City)?**
   No, JA Engage will search through all available classes in the greater Sacramento region. It will provide search results for the parameters you choose: zip code, school, semester, grade, delivery method or program.

2. **What if I only want to view classes available in my local JA area?**
   You can search by zip code to locate a class close to your work or home. If you are using a desktop computer, you also can utilize the pictorial map (located by the search button) to access your community using the plus (+) and (-) signs to zoom in and out. Hover over a specific area to view the green graduation caps which represent classes; click on the cap to see the school name.

3. **How do I filter my search for something other than zip code or school?**
   Click the “Show Advanced Search Options” link next to the Search button to open options such as grade or program.

4. **How do I receive my teacher contact information to schedule my classes?**
   Within a couple of business days after registering for your class, your Junior Achievement program manager will email you the contact information for your teacher and other specifics for the class.

5. **Why doesn’t my class history show all of the classes from previous years?**
   When you click the “History” tab, it will display classes in which you volunteered, however the system only captures classes from the year 2012 when the database was created.

6. **Can I remove myself from a class?**
   Yes, once you are signed into the system, click “My Classes” and then the “Withdrawal from class” button. Your program manager will get notified about the cancellation. Please carefully consider withdrawing from classes within 7 days of the scheduled program. The students are counting on you to be there. Contact JA programs staff with any questions or concerns.

7. **What do I do if I’m having trouble logging in?**
   Use the “Forgot your password” link in the sign in section so the system will send you an email to reset your password. If you are still having concerns, make sure you are using the email address you used when you signed up for JA Engage. If you changed jobs, use the email address of your former employer. Then make sure when you log in and click “My Account” to update your email address. Contact JA staff at programs@jasac.org if problems persist.

8. **Do I have to use JA Engage to sign up for a class?**
   No, you are welcome to call or email your JA program manager at programs@jasac.org to sign up for a class. JA Engage is just another tool to sign up but choose the method that works best for you.

Contact your Junior Achievement of Sacramento office to learn more about JA Engage

Email: programs@jasac.org or Phone: 916-480-2770