

Request JA Classes Online!

View All of Your JA Classes!

Identify Confirmed Volunteers!

Update Contact Info!

JA Engage offers Educators access to sign up and review their JA classes online. Simply create an account and login to request a class, review JA approved classes, view confirmed volunteers for each class, cancel a class, review class history and update your contact information.

How to Get Started:

1. Visit <https://engage.ja.org/?site=wisconsin>
2. Click the **Register** Link to obtain an account login
3. Activate your registration by clicking activation link sent to your email
4. **Sign In** to your account (Once you have registered, you will simply sign in.)
5. Click on **Request a Class**

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:

JA Program:

- JA Be Entrepreneurial
- JA BizTown (Advanced)
- JA BizTown (Basic)
- JA BizTown (Mobile Advanced)
- JA BizTown (Mobile Basic)

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

Delivery: Classes taught on multiple days.

Program Year: July 1, 2018 to June 30, 2019

6. Complete all fields in the **Required Fields** section: School, Grade, JA Program, Delivery Method and School Year. *Note: In the School field, slowly type in a part of your school name and a drop down option should appear from which to choose with your school's name if we have your school name on file.*
7. Complete **Optional Fields** section if applicable: Semester, Class Start and End time, Day of the Week, Room Number and Total Number of Students
8. Click **Request a Class button**
9. Your JA area will contact you within approximately 2-3 business days to confirm your class request

Manage Your Classes 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

View your classes

1. Sign into the system and click **My Classes**
2. Under the *Classes You're Teaching* tab, Program Names are listed which are your classes; click the **View** button on the right-hand side to view class details
3. To view other JA classes from previous semesters/ years, click the **History** tab (It will display class history starting with the year 2016.)

*Need to cancel your class? You can easily cancel your JA class by clicking the **Cancel this 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**
3. Add/edit your email, password, and contact information, then click **Update** to complete
4. Click **My Affiliations** tab to add or change your school on your profile, then click **Save Changes**

Frequently Asked Questions

1. **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 program that works best for your class.

2. **If I Request a Class, will the system confirm my request is approved?**

Once you submit 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 approximately 2-3 days to update you on the status of your request.

3. **How do I know who my JA volunteer is?**

You can view volunteer contact information for all of your JA classes. Once you are logged in, click “My Classes” then “View” to display the Class Details page.

4. **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. Your JA program manager will get 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.

5. **Why doesn't my class history show all of my JA classes from previous years?**

When you click the “History” tab, it will display your JA class history, however the system only captures classes from the year 2016 when the database was created.

6. **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 schools, use the email address of your former employer/school. Then make sure when you log in and click “My Account” to update your email address and account information.

7. **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 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 local Junior Achievement of Wisconsin office to learn more about JA Engage!

Directory of locations available at wisconsin.ja.org