



JA Engage Resource Guide: Volunteer Version 2021

Introducing JA Engage

JA Engage is a **new** online volunteer sign up tool offered by Junior Achievement. Individuals can now access volunteer opportunities in real time, sign up for classes, manage their classroom assignments, and see the impact they are making in their community through Junior Achievement.

How to Get Started

- Click on the link your teacher provided.
- You should now see the name of your school and scheduled visit date. It may list a different teacher within the school. That is okay. Scroll down until you see **Volunteer for this class** button. Click on this button.
- Complete the registration form to create a JA Engage account and click the **Create an Account** button.

***Note:** If you have previously volunteered with JA, please fill out the form using the same contact information (i.e. email and address) that JA uses to communicate with you.*

- Click on “I am a Volunteer” and complete the registration form to create a JA Engage account. Click the **Register** button.
- 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.
- Click **Add Organization** to link your organization/business to your account. Otherwise, click on “Various Community Volunteer” in dropdown.
- Click the **Sign Up** button. You will receive an email confirmation that volunteer request has been submitted.

***Note:** If you sign up for a class and do not immediately receive a confirmation email that includes the class details, contact JA Staff.*

Not able to sign up online? No problem!
Please contact JA Staff to assist you in volunteering for JA!

Frequently Asked Questions

- **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. JA Staff will receive a cancelation notification.

- **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 email address you used when you created your account for JA Engage. If you changed employers, 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!

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