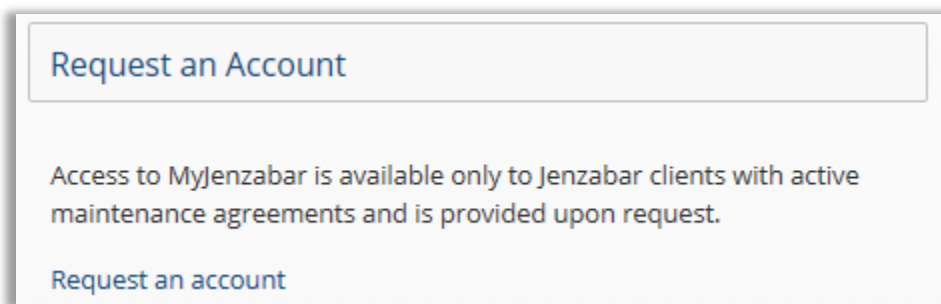


Requesting Jenzabar Credentials

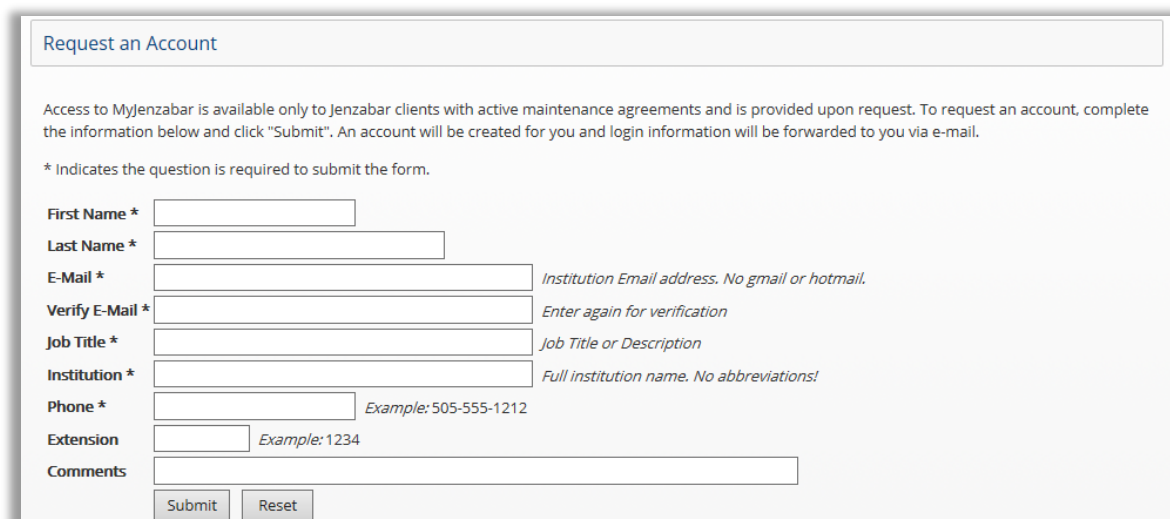
As a new, current, or restructured employee of Southern Wesleyan, you may find that your position requires accessibility to student data on a variety of levels. Request your Jenzabar account by...

1. Visiting my.jenzabar.net. Select the link.



- a. If you are not immediately routed to the Account Request Form, then select **-Request an Account-** on the **-Home-** page.

2. Completing the Account Request Form and selecting **-Submit-**.

A screenshot of the "Request an Account" form. The form has a title "Request an Account" at the top. Below the title, there is a message: "Access to MyJenzabar is available only to Jenzabar clients with active maintenance agreements and is provided upon request. To request an account, complete the information below and click 'Submit'. An account will be created for you and login information will be forwarded to you via e-mail." Below this message, there is a note: "* Indicates the question is required to submit the form." The form contains several fields: "First Name *" (text input), "Last Name *" (text input), "E-Mail *" (text input) with a note "Institution Email address. No gmail or hotmail.", "Verify E-Mail *" (text input) with a note "Enter again for verification", "Job Title *" (text input) with a note "Job Title or Description", "Institution *" (text input) with a note "Full institution name. No abbreviations!", "Phone *" (text input) with a note "Example: 505-555-1212", "Extension" (text input) with a note "Example: 1234", and "Comments" (text area). At the bottom of the form, there are two buttons: "Submit" and "Reset".

3. After you receive myJenzabar credentials from Jenzabar via email, logon to my.jenzabar.net and go to **-Learning & Development-**.

LEARNING & DEVELOPMENT

4. You will be looking for a link, Learn.Jenzabar.com, where you can enroll in a free, position relevant e-learning course.

Learn.Jenzabar.com

Signing In and Out of Learn.Jenzabar.com

When you visit Learn.Jenzabar.com, you will either find yourself already signed in or you may be prompted to sign in using the same username and password as you use to access this site, www.MyJenzabar.net.

When you sign out of Learn.Jenzabar.com, you must close your browser before you are completely signed out. If you do not close your browser (including all windows of your browser), you will remain signed in for up to an hour, during which time visiting the site will refresh your session.

If you happen to be directed to this screen below, reenter your myJenzabar credentials and select -SAML-. Only Jenzabar Administrators can use the -Sign In- button.

Welcome!

Jenzabar Users: Use the gray SAML button to login.
Administrators: Use the orange Sign In button to login.

Username *

Password *

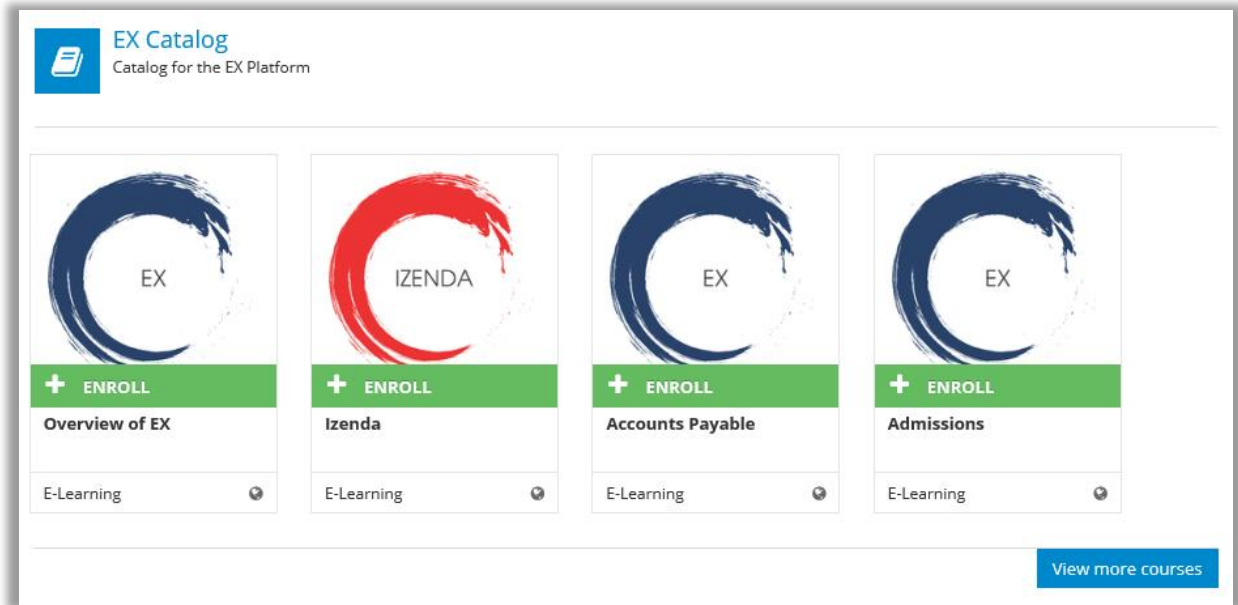
SIGN IN

Sign In

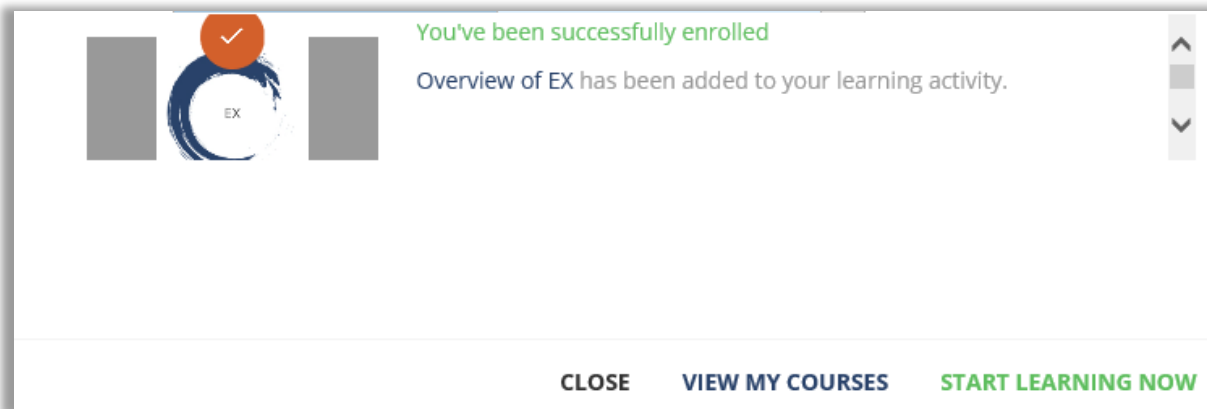
SAML

Forgot your password?

5. Locate a course that is relevant to your position, or, for entry-level users, consider enrolling for -Overview of EX-.



- Selecting -Overview of EX- and then selecting -ENROLL-
- Selecting -START LEARNING NOW-



- You will need to forward the -certificate of completion- PDF for that course after you complete the e-learning to -techsupport@swu.edu-, where Information Technology will process the request for access to Jenzabar. You can view/download your certificates of completion of the courses from the website (<https://learn.jenzabar.com>). Simply go to your Menu and select "My Activities" then select "Courses" (then click on the certificate icon to the far right of the course listed)
- Receiving an email from Information Technology that includes:
 - Your account request has been processed.
 - Instructions on how to access Jenzabar.