REQUESTING MYJENZABAR ACCESS

As an employee of Southern Wesleyan University, you may find that your position requires access to organizational data on a variety of levels. Jenzabar One is a dynamic software resource used by the university to keep track of the organization's data. MyJenzabar.net provides resources to help navigate and use the software effectively. Request a MyJenzabar.net account by…
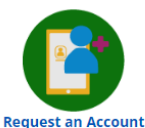
REQUESTING YOUR ACCOUNT

1. Visit MyJenzabar.net.
2. On the home page, find **Access**.

MyJenzabar Access

Access

Access to MyJenzabar is available only to Jenzabar clients with active maintenance agreements and is provided upon request. If you have any problems with the MyJenzabar site, email the webmaster at MyJwebmaster@jenzabar.com.

**Request an Account**   **Forgot Password**   **Email MyJ Webmaster**

3. Click **Request an Account.**
4. Fill in the requested information and click **Submit.**
5. Your **MyJenzabar** credentials will be sent to your SWU email address usually within 1 business day.

6. Once you have received your credentials, it's time to access Jenzabar's library of training modules.

JENZABAR ACADEMY'S LEARNING PORTAL

1. After receiving your credentials, log on to MyJenzabar.net and click on **Learning Portal** under Quick links on the left side of the page.
2. Next, on the right side of the page under **Quick Links,** click **Need More Help**.
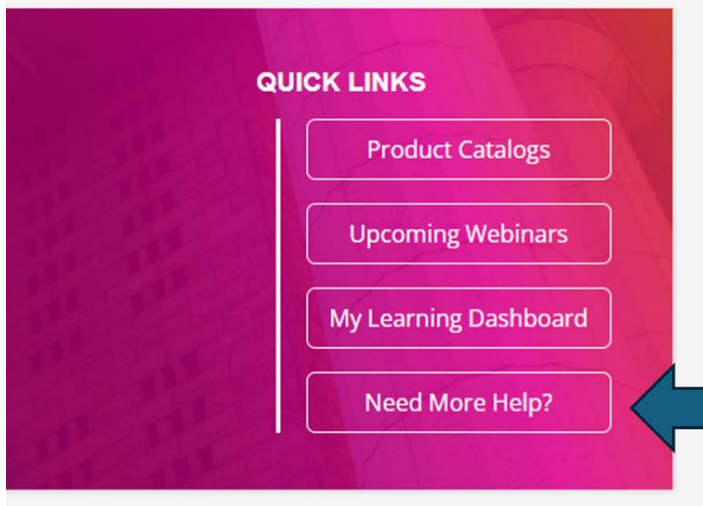
3. Next click **Jenzabar One**.

4. **(REQUIRED)** Complete the training in **Step 01**, Navigating J1 Web, Navigating J1 Desktop, and Overview of the Campus Portal.
5. **(OPTIONAL)** After completing Step 01, with your supervisor's assistance, select additional courses that are relevant to your position and continue your training!

ACCESSING THE LEARNING PORTAL DIRECTLY

1. You can access the learning portal directly by visiting **learn.jenzabar.com**.

2. You will be directed to a login page.
3. Enter your credentials.
4. Successful login will take you into the learning portal.

VERIFYING NEW USER COURSE COMPLETION

- Once you've successfully completed a course, you will receive a **Congratulations Email** from Jenzabar Academy (learning@jenzabar.com.)
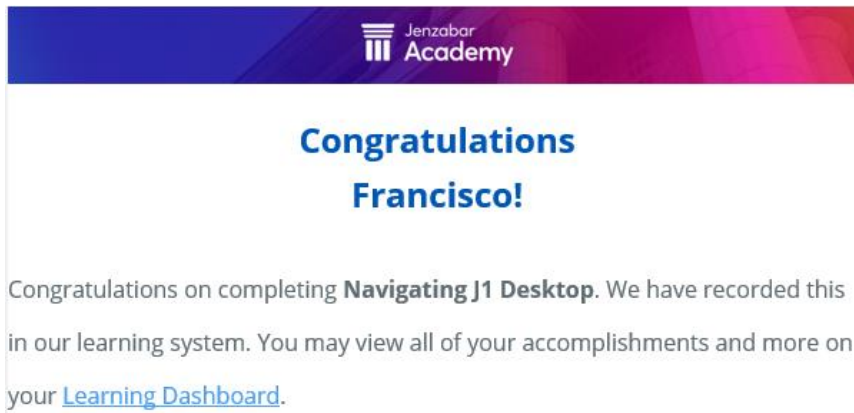
- If you are a new Jenzabar user, you will need to **forward the Congratulations Emails for Navigating J1 Web, Navigating J1 Desktop, and Overview of the Campus Portal** to techsupport@swu.edu, where IT personnel will open your access to Jenzabar.
- Once Information Technology (via techsupport@swu.edu) has received your Congratulations Email, you will receive a follow-up email that includes:
  1. An account request processing confirmation.
  2. Instructions on how to access Jenzabar.