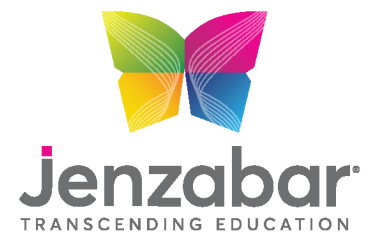


# MyJenzabar and Listserv Instructions

09/06/2022

101 Huntington Avenue, Suite 2200  
Boston, MA 02199, USA  
617-492-9099  
Jenzabar.com



# MyJenzabar.net

Click on the [Request an Account](#) link on [MyJenzabar.net](#), and complete the form to receive login credentials. There is a delay of up to one business day while we verify a user's identity.

## Request an Account

Access to MyJenzabar is available only to Jenzabar clients with active maintenance agreements and is provided upon request.

[Request an account](#)

Once you have login credentials to [MyJenzabar.net](#), you may find the following areas helpful:

## Support Tab

Provides information and Help Desk information for your licensed Jenzabar Products. Subtopic highlights found on the left-hand navigation panel. You will also be able to access help files to assist you with using the module and new features.

- [Module Resource Center](#): Enhancement requests, training info, release notes for each version to assist you with finding new features or fixes, etc.
- [InfoMaker Resource Center](#): Highlights include [Basic IM Learning Guide](#) and [PBL Exchange](#)

The screenshot shows the 'Jenzabar One' support page. On the left is a navigation menu with items like 'Jenzabar One Insights', 'Jenzabar One Support', and 'Application Downloads'. The main content area is titled 'Welcome' and provides links for IT and Module Users, including 'J1 2020.x Release Documentation', 'Module Resource Center', and 'InfoMaker Resource Center'. There are also links for IT only, such as 'Jenzabar One Releases' and 'Jenzabar One Updates and Hotfixes'. A 'Latest Product Update Presentations' link is at the bottom. On the right, there are sections for 'Release Dates', 'Projected Release Dates' (with a table), and 'Previous Release Dates' (with a table).

Jenzabar One Version	Projected Release Date
2020.3	Week of 12/07/2020
2021.1	Week of 04/12/2021

Version	Release Date
2020.2	Released 10/07/2020

## Learning & Development Tab

Gain access to training opportunities on the [Learning & Development tab](#) or by going directly to [learn.jenzabar.com](#) and connect with your myJenzabar.net login.

The screenshot shows the 'Product Suite Catalogs' section with a grid of 9 modules: Core, Finance, HR, Student, Fundraising, Enrollment, Analytics, Retention, and Campus Portal. To the right is the 'Training Catalogs' section with five colored buttons labeled j1, so, ex, cx/jx, and jjcs. Below the catalogs is a 'NEED MORE GUIDANCE?' link.

Click on the appropriate product suite catalog area to view the catalog for your module and enroll by course or click on Need More Guidance to review the recommended learning plans developed for roles.

Only users who are certified can submit support tickets. There are two means of becoming certified for a module. You must either complete the ELOD for the module(s) in which you wish to be certified or, if you are comfortable in your ability, take the certification quiz available.

You must pass the quiz with 80% or higher to be certified.  
\*All modules do not have certification quizzes. If a module does not, then successful completion of training is required to be certified to log support calls.

EX Fixed Assets

START LEARNING NOW



EX Fixed Assets Certification Quiz (REQUIRED)

## Events Tab

### JAM 20XX > Presentations

Download various presentations and documentation from each years' JAM sessions

### Jenzabar Solution Webinars

On the right – Register Here For Upcoming Webinars: Calendar of upcoming webinars

On the left – Listing of Webinars: Stream or download previously presented webinars

Jenzabar webinars provide a brief overview of a software solution with a discussion on how it can help your institution achieve its goals and objectives. This area also includes Product Update presentations.

### RUGS 20XX > Presentations

Presentations and documentation from our annual Regional User Group meetings.

Note: We are always looking for hosts for RUGs. Reach out if you have interest! This is a great way to allow a larger number of your users to attend and network with their counterparts at other Jenzabar institutions.

## Feedback Tab

The Ideas Portal on the Feedback tab allows users to submit, comment, and vote on ideas to improve the Jenzabar software. It makes it simple for product managers to engage with you for further feedback on an idea as well as easily notify you when the idea has been put into production. Just follow the three step process outlined on the page. We look forward to collaborating with you!

**Step One**  
Select a portal from the list below.

**Step Two**  
Select a topic and click "Add a New Idea". Fill out the summary, include screenshots, links. If your idea is similar to one posted before you can vote on it, or comment!

**Step Three**  
Click "Share Idea", and you're done! Our product team will review it to give you the best Jenzabar experience.

## User Group Tab

Click on the user group to see the members of the advisory boards and stay up to date on nominations.

### Jenzabar Managed User Groups

jenzabar ex/j1

jenzabar jics

jenzabar eLearning

## Listserv:

As another means of staying connected with Jenzabar and the community of users you may want to subscribe to our listservs. Jenzabar sponsors listservs for every product (Admissions, Registration, etc...) under every product line (CX, EX, etc...) so that our clients can bounce ideas off one another, share issues and share solutions. This is also one of the venues where we make our product announcements.

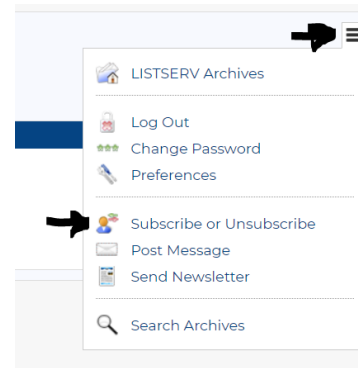
To join the listservs, click this link [Jenzabar's Listserv](#). We recommend using the same password as the one for myjenzabar.net.

Once access is granted to the general listserv, subscribe to the individual lists:

- Look for the lists related to your area, i.e. EX-RE-A and EX-RE-L. The "A" denotes an announcement list; the "L", a discussion list. Click the list you want to join.



- On the right side of the screen, open the hamburger menu to click "Subscribe or Unsubscribe" in the Options Box.



- Choose to receive Regular or Digest Updates and click Subscribe

**EX-RE-L@LISTS.JENZABAR.NET**

You are currently **not subscribed** to the EX-RE-L list under your [kayla.winnen@jenzabar.com](mailto:kayla.winnen@jenzabar.com) address.


To join the list, fill in your name and click on the "Subscribe (EX-RE-L)" button.

List Name:

Name:

Subscription Type  Regular  Digest (traditional)

- You will get an email to confirm your subscription

- Click the Jenzabar logo  in the upper left-hand corner to get back to the list and repeat for each list you want to join.

There is a wealth of information available on MyJenzabar. Once you get used to the navigation, you'll be able to click and find what you need a lot faster. In the meantime, please don't hesitate to contact me if you have targeted information you are searching for and I'll direct you right to it.