



We Have Exciting News!

Dear Gina,

I am delighted to share with you the exciting news that our transition from the iMIS membership database system to **Salesforce** is now complete, and, as a result, you will notice a number of exciting changes to our members-only portal, our registration process for FEA professional learning, and our private, members-only social media platform, Leadership Connection. The public-facing NJPSA/FEA website, www.njpsa.org, has not changed, although the links from some of its submenus will now direct you to the new Salesforce pages. Be sure to update your bookmarks!

Because this is new, we understand that it may seem a bit confusing at first glance. However, we are confident that, once you use the new system, you will enjoy its many new features and streamlined operations, including greater security, efficiency, and ease. For example, users will be able to do the following by logging on from our home page www.njpsa.org:

- Pay NJPSA membership dues online
- Pay FEA invoices online for professional learning and other services
- Join NJPSA online as a new member
- Log into our new Single Sign-On to access members-only content
- Register for professional learning
- Open online courses, and
- Engage with your colleagues in Leadership Connection.

Let me explain some of the new items you will see. As always, if you have any questions or need assistance navigating the new pages, please contact our support team at feasupport@njpsa.org.

Logging in with Fonteva

Soon, you will receive an email from **Salesforce/Fonteva** with a link inviting you to set up your password and activate your account with a username (your email address) and password.

After you log in, you will see a MyInfo page that shows your name, addresses, and contact information. This reflects the most current information we have about you. You are able to edit many of the fields on this page, such as your home address, contact information, and your preferred email address. Should you change schools/districts, you can also update your professional information through the View/Update My District/School button in the menu. You can upload your photo and click the “change” button to make other edits to this page. If there are fields that are incorrect, but you do not have access to edit, please email us at feasupport@njpsa.org to let us know.

On the left navigation of this page, you can also click on “Membership” to check your level and status of NJPSA membership to ensure its accuracy. Membership and professional learning payments can also be made by loading a credit card.

Menu Bar

There are five items on the menu bar above your profile, including Home, Members Only, Events and Professional Learning, My Online Courses, and Join NJPSA.

Members Only

If you are an NJPSA member, you will see links for Member Services, Member Vision and Dental Benefits, Member Discounts, and Leadership Connection, a private social media platform that allows you to connect, converse, and collaborate with other NJPSA members. We will be sending all members a separate email specifically about the Leadership Connection and the many ways you can participate in various communities and discussion boards within the platform.

If you are not yet a member of NJPSA, the Members Only menu will show you a link to learn more about membership and registration to become a member.

Events and Professional Learning

Under Events and Professional Learning, you can click on the Events Calendar (*a chronological listing of all upcoming in-person, synchronous remote, and hybrid FEA offerings*), FEA Online Courses (*asynchronous online courses that you can take on your own time*), or LEGAL ONE Content Library (*asynchronous LEGAL ONE online courses, as well as multi-session bundled course series and certificate programs*).

Simply click on the course you wish to take, read the full description and other relevant details, click register, click the number of people who are registering in the quantity field, hit continue, acknowledge the cancellation policy, hit continue, and then checkout. Click “Invoice Me” or “Credit Card.” If you preloaded a credit card into the system, it will automatically populate. Otherwise, you will be asked to insert the number. Then, hit process payment.

My Online Courses

Online courses will now be housed in a new Learning Management System, Path, which has a much cleaner interface, is easier to navigate than Canvas, and works more favorably with Fonteva. If you are currently enrolled in a Canvas online course, you will receive additional information on how to complete your course in Canvas. However, moving forward, online courses will be offered in Path only. As we launch the new system, when you register for an online course in Path, it will be available to you immediately from this page. Although all online courses will only be available in Path, Canvas will still be used for NJEXCEL, NJTLC, and Leadership Academy courses.

We hope you are enjoying your summer, and we appreciate your patience as we continue to make the necessary improvements to our database, technology, and all member services to serve you best throughout your career. If you need any assistance with this new tool, please contact us at feasupport@njpsa.org.

Thank you for the amazing work you do to lead our schools and educate our students. NJPSA/FEA is honored to support you!



Karen Bingert
Executive Director
NJPSA



www.njpsa.org

Please note: If you choose to opt out of our email distribution system by clicking on the links below, you will no longer receive any blast emails from NJPSA/FEA, regardless of the sender, including membership renewal, advocacy updates, professional learning, and other important information.

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