

JA Online Volunteer Orientation Instructions

(Time: approximately 2 hours)

1. Click on New Users – register here. Area Office is Quad Cities (116403).
2. You may need to download Macromedia Flash Player and QuickTime 4 to view all of the pages properly.
3. Go to the top green menu and click on JA Volunteer Orientation Program
 - Click on Home – Adjust your volume to hear the narrated speaker
4. Go back to JA Volunteer Orientation Program
 - Click on Basic Requirements
 - Click on Modules not Taken
5. Click on Volunteer/Teacher Connection
 - Click next and proceed through Volunteer Responsibilities, Teacher Responsibilities, Useful Tips & Forms, FAQ's, and Self Check.
6. Go back to Basic Requirements, Modules not Taken, and click on Classroom Management
 - Click next and proceed through Teaching Techniques, Tips & Tricks, FAQ's, and Self Check.
7. Go back to Basic Requirements, Modules not Taken, and click on Behavior Standards
 - Click on next and proceed through Standards of Conduct, Agreement Forms, and Self Check.
8. Go back to Basic Requirements, Modules not Taken, and click on Student Characteristics
 - Click on your program section (Elementary, Middle, High)
 - Click next to proceed. Take Self Test.
9. Go back to JA Volunteer Orientation Program
 - Click on the appropriate grade program (Elementary, Middle, High)
 - Click on Modules not Taken
 - Click on your program
10. Click next and proceed through the Program Goals, Kit Description, Activity Reviews, and Self Check
11. Once you have completed all training modules, click on the Evaluation button, fill it out, and click on submit
12. If you need to send or fax your Volunteer Conduct Standard Form, please do so to:

Junior Achievement
Folwell Education Center for Free Enterprise
800 12th Avenue, Moline, IL 61265
Fax: 309-736-1762