

Quick Reference Card
New User Registration
JNET Portal: www.jnet.pa.gov
Public Site: www.pajnet.pa.gov

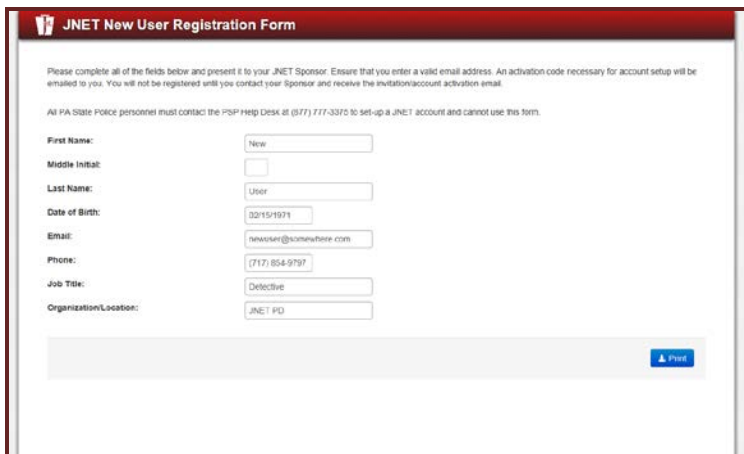
Based on your agency's policies, the New User Registration Form may be used to begin the invitation process. The form is not mandatory; however it is an easy process that will assist your Sponsor with creating an electronic invitation. The form is accessed from the Login Page.



Open Internet Explorer and type in <https://www.jnet.pa.gov>.

Click on the **New User Registration** link.

Enter your information in the fields. Be sure to include a valid email address, since this information will be used during the entire registration process.

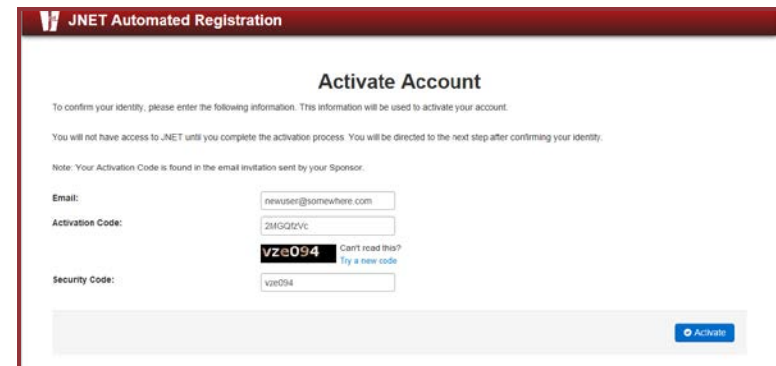


Next, **Print** the form give a copy to your Sponsor.

Your Sponsor will use the information to create your JNET account and generate an invitation.

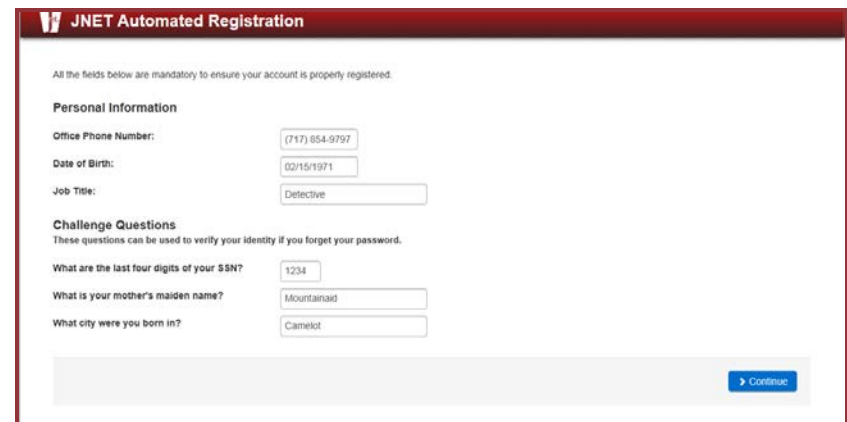
Once you receive the email invitation, read it carefully.

Click the embedded link to activate your account. Enter your email address, the activation code from the email and a security code.



Click **Activate**. The system will immediately take you to the JNET User Agreement page. Carefully read JNET's Security policy and click the **I Agree** button.

The next step is to setup your account by creating a password and establishing your security questions.



Enter your Personal Information and then enter the answers to your Challenge Questions. Click **Continue** to view your registration confirmation.



Your registration is now complete, but you may be required to take the JNET Overview Training.

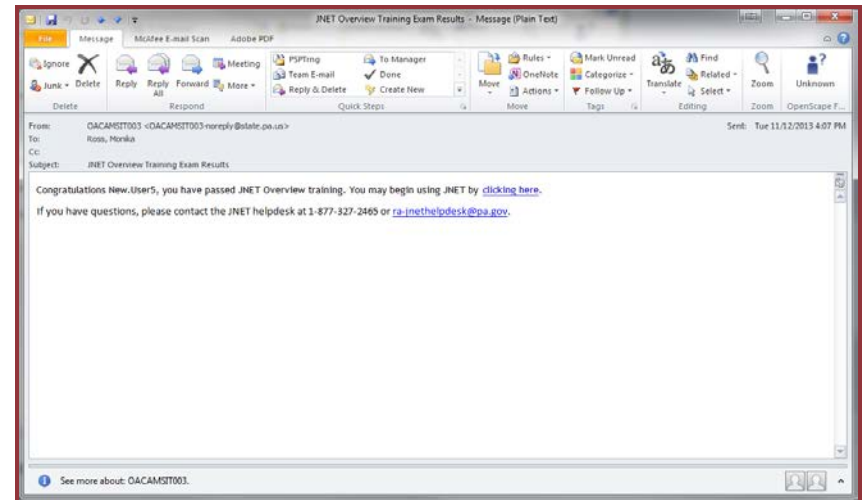
Click the link to log into the LMS using your Username and Password. Click **My Schedule** to view your training modules. Each module must be taken in order.

JNET Overview		Evaluate this course		
Course Completed:				
Module Name	Courseware	Quiz	Results	Certificate
JNET Overview, Access and Security	GO		✓	
JNET Home Page and Navigation	GO		✓	
JNET Applications Overview	GO		✓	
JNET Applications (Part 1)	GO			
JNET Applications (Part 2)	GO			
JNET Overview Exam	N/A	GO		

At the end of the modules you will be given an exam. You are given three attempts to pass the exam. Once you have passed the training, the system will grade the exam and move the course from **My Schedule** to **My Transcript**. Click on **My Transcript** to view your course grade and to print a copy of your document of completion.

JNET Overview		Evaluate this course		
Course Completed: 11/12/2013				
Module Name	Courseware	Quiz	Results	Certificate
JNET Overview, Access and Security	GO		✓	
JNET Home Page and Navigation	GO		✓	
JNET Applications Overview	GO		✓	
JNET Applications (Part 1)	GO		✓	
JNET Applications (Part 2)	GO		✓	
JNET Overview Exam	N/A		100 %	Print

You will receive a final email after you have completed the training.



You are now ready to use JNET. Log into JNET. You may be prompted for your username and password upon accessing your first application.