



PRESENTER PORTAL FAQ

CREATING NEW PROFILE

<https://apps.njea.org/Proposals>

1. **NEW USER?** Click “Create Account” to begin.

Convention Presenter Proposal System

Only the actual Presenters should be the one(s) submitting this proposal.

Returning Users

Email Address
Password *
[Log In](#)
[Forgot Password?](#)

New Users

Don't have an account? [Create Account](#)



2. Are you an NJEA Member? Check Yes or No and click “Continue”.

Create New Account

Are you an NJEA member? No Yes

[Continue](#) [Cancel](#)

- a. **If Yes**, click “Continue” and enter your PIN or Email and your Password. If you don't know your pin, check your membership card. Your password (unless you have changed it) is the last 4 digits of your SSN.

Create New Account

Member Login

PIN or Email
Password *

Login Hint: The PIN is located on the front of your membership card. If you have not changed your password it is the last 4 digits of your SSN.

[Log In](#) [Cancel](#)

- b. **If No**, click “Continue” and enter and confirm your email address and create and confirm your password and click “Continue”.

Create New Account

Login Info



Email Address	<input type="text"/>
Confirm Email	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

NOTE: NJEA members are required to register with their assigned PIN or the email address we have on file. If you answered the membership question incorrectly, click 'Cancel' and register as an NJEA member.

[Continue](#) [Cancel](#)

- c. Enter all the requested information. You are required to list at least one (1) reference. Click “Continue”.

Create New Account

Contact Information

Email	<input type="text" value="test@gmail.com"/>
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Address 1	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>
City, State Zip	<input type="text" value="Atlantic City"/> <input type="text" value="NJ"/> <input type="text" value="08401"/>
Home Phone	<input type="text" value="(609) 111-1234"/>

Employer

Employer/School District	<input type="text" value="Atlantic City EA"/>
Work Address 1	<input type="text" value="180 West State Street"/>
Work Address 2	<input type="text"/>
Work City, State Zip	<input type="text" value="Trenton"/> <input type="text" value="NJ"/> <input type="text" value="08608"/>
Work Phone	<input type="text" value="(609) 111-1234"/>

References

You are required to list at least 1 person who can comment on your qualifications as a professional development provider.

Name	Email	Phone
<input type="text" value="Reference 1"/>	<input type="text" value="reference@njea.org"/>	<input type="text" value="(609) 111-1234"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



[Continue](#) [Cancel](#)

- d. If you created your profile successful, you should see this welcome message

Create New Account

Welcome, TEST



Your account has been successfully created. You are now able to draft your presentation proposals.

[Draft New Proposal](#)



3. Click “Draft New Proposal” to begin.