

Your Onboarding Steps

Complete each step in order to keep onboarding moving smoothly and prepare for a successful launch without delays.

Step 1: Share Your Organization's Information

Complete the Onboarding Info Form to provide:

- Additional contacts who should receive administrative access to the portal.
- Campus resource information that will display in Jurni so learners know where to go for support.

1. **Download** the form.
2. **Populate** it with your organization's information.
3. **Email the completed form** to the Product Support team at support@gojurni.com.

Step 2: Prepare Your Systems

Work with your IT team to allowlist Jurni emails so that learner communications aren't blocked or filtered.

- See the FAQs section for suggested language to share with your IT team.
- Once complete, contact the Product Support team at support@gojurni.com to request a test email and delivery confirmation.

Step 3: Create Your Jurni Partner Portal Account

Watch for an email from Jurni Support inviting you to create your Jurni Partner Portal account.

Step 4: Introduce Jurni to Your Learners

Access the Resource Center in the [Jurni Partner Portal](#) to find the Introductory Email template and send it to the learners that will be included in your learner driver file so they know to watch for the Jurni invitation email.

1. Click **Resource Center** from the left-side menu.
2. Select *Introductory Communications*.
3. Select *Introductory Email*, then copy and paste the text into your email platform to send.

Step 5: Invite Learners to Begin Using Jurni

Download the [Driver File Template](#) and populate it with your learner's data. When you're ready, upload the completed driver file to the [Jurni Partner Portal](#):

1. Click **Invite Learners** from the left-side menu.
2. In the Upload Learner File section, drag-and-drop your completed file into the space or click Select **driver file** to locate and open your file. A confirmation window opens.
3. Click **Upload**. A confirmation message displays at the top of the window to confirm that you were successful.

Once your driver file is uploaded, learners will begin receiving Jurni communications.