

FAQ's - Frequently Asked Questions CSA Evaluation

What is my username?

Your username is the complete email address that is on file with NJSBA. This information was provided by your board secretary. If you have changed your email address, contact our call center at callcenter@njsba.org or notify your board secretary of the change to update our records.

How do I get my password?

Go to our web page, www.njsba.org. You will see the "Member Only" tab on the right side of the screen. On the drop down menu, click the option for "Get Password" and follow directions on screen. Please remember to use the email address we have on file for you in our database..

What if I can't log in?

Please contact your Field Service Representative directly. They can usually diagnose the problem and get it corrected. For a complete list of Field Service Representatives go to our website, www.njsba.org. Scroll down to the bottom right corner of the page and choose the option for "Your Field Service Team". Or contact Sherry White, Administrative Assistant, at 609-278-5210.

How much time do I have to enter the evaluation?

You may take as much time as you wish to enter the CSA Evaluation. There is no time limit on entering the information. However, as with most online programs, the server will "time out" if you have left a page open and have not worked on it for approximately 45 minutes. If this happens, simply log out, close your browser. Then go back to the website and the evaluation process page. All previously saved work will remain in the evaluation.

Do I have to complete it all at once?

No, you may leave the evaluation at any time, close it out and return later. Be sure to save your work at the end of each page.

When can I begin the evaluation?

The Superintendent is required to complete Part 1 – Progress Toward District Goals before the board can begin their portion of the CSA Evaluation.

How will I know the Superintendent has completed his/her portion?

You will be notified via email that the Superintendent has completed their part. The emails are sent at 5 pm daily. If the Superintendent enters his/her information after 5 pm, you will be notified the following day.

What if I am a board member or a Superintendent on two boards?

When you log in, the program will indicate which districts you currently serve. Choose the district you wish to enter at that time. After you have completed that one, log out and close your browser. You can then re-enter the evaluation and choose the other district.

What if I don't have a computer?

Public libraries and the board office may be places to go for internet access. Please contact your Field Service Representative for assistance.

What if I don't have an email address?

Please contact your Field Service Representative for alternative options/arrangements.

What is the cost for this service?

There is no cost for this service.

How do we get the results?

Your Field Service Representative will make arrangements to deliver the compiled document to your board once all board members have completed the online evaluation.