

## 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](mailto: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](http://www.njsba.org). Click "Log In" located in the top right corner of the screen. Follow the prompts on the log in screen to obtain or reset your password. A link will then be emailed to you. 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. A complete list of Field Service Representatives can be found on our website, [www.njsba.org](http://www.njsba.org). Under the "Our Services" tab, locate and click on the Field Services option. You can then enter your district name to get contact information for your Field Service Representative or [click here](#) to go to the page on our website.

### **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.

### **Do I have to complete it all at once?**

No, you may leave the evaluation at any time, close it out and return later. Your information is automatically saved and retained. When you return, it will take you to where you left off.

### **When can I begin the evaluation?**

The Superintendent is required to complete the District Goals Assessment 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.

### **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 is the cost for this service?**

There is no cost for this service.

### **How do we get the results?**

Your Field Service Representative will provide instructions on retrieving the compiled document to your board president once all non-conflicted board members have completed the online evaluation.

**Additional information can be found in the [CSA Evaluation Guidebook](#).**