

JJA Field Portal Registration Process

The JJA Field Portal has been updated to include:

- The latest in security requirements for Joseph J. Albanese Inc.
The web address https://dispatch.jjalbanese.com/jja_fieldportal
- Now a full self-service website. Users will have the ability to:
 - Setup their own accounts
 - Reset their own passwords

KEY NOTES:

- Data will be updated hourly during normal business hours.
- ALL user will need to register on the new site themselves through the self-service registration process.
- Users will have the ability to reset their own passwords.
- Data provided on the website is for a limited window of time.

WHAT YOU NEED BEFORE YOU REGISTER:

- Your valid JJA Employee Number.
- A valid email address that you have access to in order to complete the registration process.
- A username.
- A predetermined password that is:
 - A minimum of characters long.
 - Contains a minimum of 2 numbers and/or special characters.
 - Use both upper-case and lower-case letters.

REGISTRATION PROCESS:

Step 1 - Goto <https://dispatch.jjalbanese.com>

- Click on the “Sign Up” link at the bottom right of the login screen.

Step 2 – Complete the Registration Form

- All Fields Need to be entered correctly.
 - Username – Email address is recommended
 - Password
 - PASSWORD REQUIREMENTS:**
 - Must be at least 8 characters long.
 - 4 or unique more characters.
 - 2 or more Numbers and /r Special Characters.
 - Upper and Lower-case letters.
- Click on the “Register” button.



JJA Field Portal V2

You will need an email account you have access to and register for an account before you can access this site.

Necesitará una cuenta de correo electrónico a la que tenga acceso y registrarse para obtener una cuenta antes de poder acceder a este sitio.

Username

Password

Login

Remember me

[Forgot password?](#)

Register: [Sign Up](#)



Register

Username *

Password *

Confirm password *

Email *

First & Last Name *

Employee No *

Register

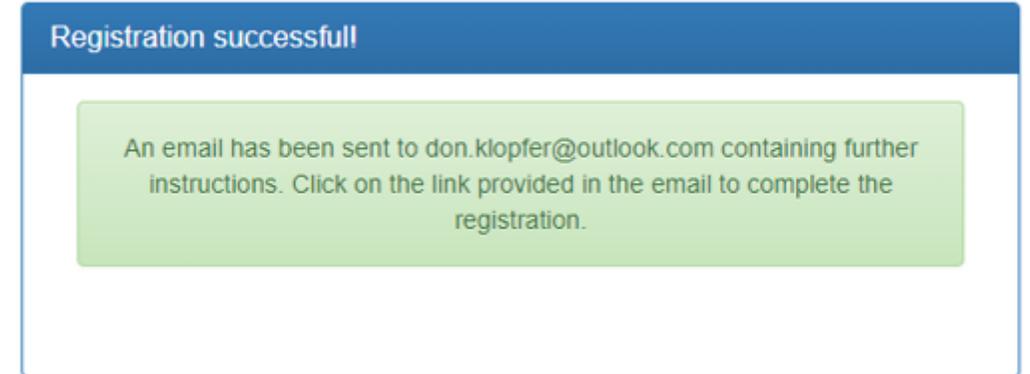
[Back to login page](#)

Reset

REGISTRATION PROCESS:

Step 3 - Registration Message window

- Tells you to goto the email has been sent to the email address used on the registration form to complete the process.



Step 4 – Complete registration via email sent

- Goto your email box and open the email sent to you from JJA Field Portal.
- Click on the link in the middle of the email to complete your registration.
- This completes your registration and logs you into the Field Portal.

Logging into the Field Portal

- Goto <https://dispatch.jjalbanese.com>
- Login in with the username and password entered on the registration screen.

Notification on registering



Wed 10/2/2024 7:38 AM

You have registered as a user at https://dispatch.jjalbanese.com/JJA_FieldPortal_V2/

Click this link to confirm your account and finish the registration:

https://dispatch.jjalbanese.com/JJA_FieldPortal_V2/register?a=activate&u=ZGV2YWxldHNAamphbGJhbmVzZS5jb20%3D&code=%242a%2410%24pqsGBcYohSbiINLAhilOeKXrqkA7B02j6XQydxbmFwvKFeBptZBi

If you are unable to click on the link, copy and paste it into your browser window.

ID:
Username: devalerts@jjalbanese.com
Email: devalerts@jjalbanese.com
First & Last Name: Dev Alerts
Groupid:
Employee No: 1234567
Notes:
Created Date: