Prepare to be delighted!

Logging In

1. Open a new browser window. Use Internet Explorer or Chrome.
2. Click on this URL: https://jam4.sapjam.com/c/Ascension.cubetree.biz/auth/status
   
   NOTE: Remember to bookmark this site to make logging back in simple and convenient.

You will be presented with a login screen asking for a User ID and Password.

3. Enter the following:
   - User ID: portal user name
   - Password: portal password

   TIP: For an alternative login method, you can access Jam through the SuccessFactors portal; you’ll know this as Performance GPS. Just select Home, located on the upper left-side of the window and click on SAP Jam in the drop down menu. If you experience any issues logging in, please reach out to the Service Desk for assistance.

Jam User Tips

Welcome to Jam. Here are some tips to help ensure you have a positive user experience.

- You will be prompted to complete a Welcome Wizard. This only displays the first time you login. There are a few steps in the wizard; including, people to follow, groups to join and tips & features. Complete the wizard
- You may be invited to join community groups, e.g., myVoice. Join by;
  ✓ Click on the Notifications alert located on the upper right-side of your window (red icon)
  ✓ Click Join, the action button, from the Group Notifications window or
  ✓ Click on the link in your email invitation
- When you ‘Join’ the group, you will be asked to choose a notification frequency, this is how often you want to receive emails from the NAO group, choose your preference
- For security purposes, you will automatically be logged out after 15-minutes of inactivity. Use your bookmark to easily access the site and log back in

Explore Jam!

To learn more about a community group, just click on it. Don’t see what you’re looking for? Use the Search feature at the top of the window. There is much to discover... start today!