



Ministerial Professional Development Practice Note

Topic: Accessing the Royal Federation and the Association Websites

Date: August 2024 (MP)

The Wellington JP Association and the Royal Federation of JPs each have their own website. The Royal Federation website is the one that displays JP's contacts and availability when someone does a Google search for "find a JP". The Royal Federation website is also the website you use to enter your training attended and take the accreditation test.

Our Association's website is complementary to the Royal Federation's website, and there are different details on each. Both websites contain information for the Public and information that is available only to JPs after they sign in.

If your contact details change, please note that you must update your details on your Profile page of the Royal Federation website AND let the Association Registrar know because the websites do not exchange information with each other.

If you experience any difficulty, please contact the Association Registrar at registrar@jpwellington.org.nz

	Wellington Association	Royal Federation
Address	www.jpwellington.org.nz	www.jp.org.nz
Where is the Login button	A login is not required to see the JP pages, but when you click the tab "JP Only" you will be asked for a password.	JP Login at the top right of the Home page.
What is your username	Username is not required.	surname+JPnumber (no spaces) e.g. smith12345
What to do if you forget your password	If you forget the password for the Association website, contact the Association Registrar .	There is a password reset link on the login page called "Forgot your Password". Use this and you will be sent a reset email. When you use the reset link, this will take you to a page to create a new password. If your email address has changed, contact the Association Registrar .
What you can see without logging in	<ul style="list-style-type: none">• Q&A about JP services• Location and availability of Wellington region Service Desks• Find a JP search• Instructions on how to become a JP	<ul style="list-style-type: none">• Find a JP search• Searching by city/suburb gives a link to see all of the Service Desks at that location

<p>What you can see if you login</p>	<ul style="list-style-type: none"> • Professional Development events • Training/Practice notes • Previous Justice Pieces • Information about getting accredited • Council members and Constitution • Update contact details (don't forget to also change these on the Royal Federation's website) • Purchase business cards or name badges • Request a transfer to another region 	<ul style="list-style-type: none"> • On Your Profile page you can <ul style="list-style-type: none"> - Update contact information - Update your availability - See your accreditation expiry date - Enter date of training attended • Take the online Accreditation test • JQ magazine • Association newsletters • Various other resources for JPs
---	---	--