The Staff Portal - An Overview

Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward, review **Staff Portal User Permissions**.

The Staff Portal provides a secure place for your staff to: view their activity schedules, record time worked in the time clock, enter their availability, record student attendance or skills/levels, view Lesson Plans, and create and view Resources.

Be Secure -The Staff Portal is isolated from your Jackrabbit system, allowing your staff to manage their classes and time outside of Jackrabbit without needing access to sensitive data such as contact and financial information.

Be In Touch - The Staff Portal is a great way to communicate with your staff. Use the *Staff* and *Department News* to broadcast messages in the Staff Portal. A login message can be entered into an individual staff member's record, and it will display on their News tab in *My News*.

Be Mobile - Jackrabbit's Staff Portal is 'responsive', which detects the size of the device being used and will adjust to fit the screen size. This makes using the Portal much easier on a smart device!

Set Up and Explore the Staff Portal

Let's have a look at the setup, functionality, and reporting options available to you with the Staff Portal.

Set Up Your Staff Portal	***Ready to get started?*** Use the **Guided Staff Portal Setup** to get going in 5 easy steps! Staff can access the Staff Portal in multiple ways: - **Use a Link to Launch the Staff Portal Remotely** - **Launch the Staff Portal from Within Jackrabbit** - **Launch the Staff Portal for Multi-Locations** - **Save and Launch the Remote Access Staff Portal as an App on a Mobile Device** If a staff member forgets their password, they can click the *Forgot Your Password?* link at any time to generate a new one. See **Reset a Staff Portal Password** for more details.
Staff Portal Settings	Once you have gone through the *Guided Staff Portal Setup* (above), there are additional settings that control staff access and features they can use in the portal: - **General Staff Portal Settings** - **Settings for Staff Portal Attendance** - **Settings for Staff Portal Skills/Levels** - **Settings for the Staff Portal Time Clock** Need to make some updates to individual settings for multiple staff members? Check out these additional articles: - **Edit All Staff Portal Settings** - **Edit All Staff Portal Login IDs**

Staff Portal Features	These are the features (tabs) included in the Staff Portal. • **News** - create announcements for specific staff members, all staff, and by departments. See **Staff Portal News** for more info. • **My Schedule** - Instructors can view their schedule of classes and events. No need to send your instructors their schedules - they can **view and print their schedules** from here, including any classes they are substituting for! Increase efficiency and allow **staff to enter their own availability** and time off through their Staff Portal. • **My Time Card** - Staff can use the **Time Clock** to enter their worked hours. Refer to the **Enter Time in the Staff Portal Time Clock** section for more details on different time entries. • **Manage Activities** - Staff members can **take attendance**, **update skills/levels**, **view lesson plans**, **email students**, and add **resources**.
Reports	Staff Portal reports are an excellent way to keep track of staff members and their required tasks. These reports include: • **Incomplete Portal Attendance Report** • **Staff Portal Login ID Report** • **Staff Portal Log**

Share our **Use Our Staff Portal** video tutorial with your staff to familiarize them with their Staff Portals.