

Options for Viewing the Activity in your Parent Portal

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Whether you are monitoring enrollments coming in through the Portal or are trying to help one of your parents who is having trouble using their Portal, having the right tools is essential.

Jackrabbit provides several options to help you monitor Portal activity.

Family Record

Another option for viewing Portal activity is on an individual level, from the *Family* record.

Contact Page

A summary of a parent's portal activity (last login and number of logins) is displayed in the *Portal Information* section of the *Contact* record.

Portal Information
[Reset Portal Password](#)

Login ID
 Allow to login to Parent Portal
 Allow to manage absences and makeups in the Parent Portal

Last Login 7/27/2022 12:57:00 PM
Logins 99

Misc Tab

On the *Misc* tab of the *Family* record, you can click **View Registrations** to see a list of recent activity.

Family: Ager
[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

Make Sale/Post Fees | Payment/Credit | Refund | Statement | Add Student | Add Contact | Archive Family | Family Name | Email
Summary | Contacts | Classes | Events | Transactions | Billing Info | **Misc** | Notes (5) | Resources (1) | Policies (1)

[View Registrations](#) | [View Sent Emails](#)
Contract Start Date
Booster Referral
Emergency Contact Form Completed Enrollment Form Received

The details of class enrollments, event registrations, and agreements to your legal policies that are done through the Parent Portal (and through Online Registration) are able to be viewed by clicking the **View** link.

| Registrations/Policy Agreements | | | | |
|---------------------------------|------------------------|--------|-----------|------------|
| | Date | Status | Type | To Address |
| View | 4/8/2022 1:18:00 PM | | Agreement | |
| View | 4/8/2022 1:18:00 PM | | Portal | |
| | 4/8/2022 1:18:00 PM | | Portal | |
| View | 4/8/2022 12:53:00 PM | | Agreement | |
| View | 1/7/2022 3:51:00 PM | | Agreement | |
| View | 1/7/2022 3:51:00 PM | | Portal | |
| View | 12/14/2021 10:03:00 AM | | Agreement | |

Click any **View** link to see details.

Parent Portal Log

Detailed activity reporting is provided in the Parent Portal Log (found in *Family Reports* from the *Families* menu).

[Learn more about the Parent Portal Log](#)
