

# The System Administrator

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Your organization should assign a **System Administrator** to oversee your Jackrabbit database. Their **User ID** must be granted ALL **User Permissions** in order for them to manage the system.

Duties of the *System Administrator* include the following:

- Having a clear understanding of all aspects of Jackrabbit - how information is entered into the database and where it is located once entered.
  - Training the organization's staff members in the use of Jackrabbit.
  - Coordinating support requests with Jackrabbit's Support Team and distributing responses.
  - Having a working knowledge of the organization structure - staffing, procedure, accounting practices, class set-up, etc.
  - Understanding system users - how to create, revoke, un-revoke, etc.
  - Understanding the needs of the organization's clients and their use of Jackrabbit's Online Registration and Parent Portal.
  - Keeping abreast of Jackrabbit enhancements and training staff as needed.
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To ensure the System Administrator's User ID has all permissions granted:

1. Go to the **Gear** (icon) > **Settings** > **Users & Permissions**.
2. Select the link for the User ID to open the *User Details*.
3. Select **User Permissions** (left menu).
4. Click **Check All**.
5. Click **Save Changes**.

The changes will take affect once the User has logged out of Jackrabbit and then logged back in.

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