Clone a User ID

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Cloning User Permissions is a great time saver!

Set up one *User ID* with permissions and click the **Clone User Permissions** button to create more users with the same permissions. For example, when a new Office Staff member is hired and you want to be sure they have the correct User Permissions, clone another Office Staff member's User Permissions.

1. Go to the **Gear** (icon) > **Settings** > **Users & Permissions** (left menu) > select a User ID under **Manage Users**.
2. Click the **User ID** link to access the profile of the User ID whose permissions you want to clone.

General Settings

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Manage Users

To edit user permissions or limit access to Locations or Category1, click the UserID to edit (provided you have this permission).

Add User

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	UserID	First Name	Last Name	Email	Role(s)	Phone
	Search	Search	Search	Search	Search	Search
1	509798Support	Jackrabbit	Tech	donotdelete@jackrabbittech.com	Other	
2	asmithproto	Amber	Smith	smith@jackrabbittech.com	Owner	
3	cbova	Carol	Barnhardt	cb@jackrabbittech.com	Manager/Director	
4	csjbartlett	Jan	Bart	jbart@jackrabbittech.com	Other	
5	hannahs	Hannah	Smith	education@jackrabbittech.com	Manager/Director	
6	hbarnhardt	Heather	Barnhardt	hbarnhardt@email.com	Owner	
7	helpcenter	Sandi	Olson	solson@jackrabbittech.com	Owner	
8	kateelliott	Kate	Elliott	kelliott@jackrabbittech.com	Manager/Director	
9	kbarnhardt	Kendra	Barnhardt	kbarnhardt@email.com	Owner	
10	lschuetteproto	Lisa	Schuette	lschuette@jackrabbittech.com	Other	
11	lwallace	Livy	Wallace	wallacelivy@gmail.com	Office Staff, Instructor/Coach	
12	mbalmin	Marie	O'Brien	mbal@jackrabbittech.com	Owner	
13	NTownsend	Neil	Townsend	NTownsend@email.com	Office Staff, Instructor/Coach	
14	qaeducsupport	Jack	Rabbit Support	donotdelete@jackrabbittech.com	Other	
15	qamel	Mel	Ulmanman	mulman@jackrabbittech.com	Other	
16	qasobrien	Stephanie	Baldwin	brien@jackrabbittech.com	Other	

3. Click the **Clone User Permissions** button.
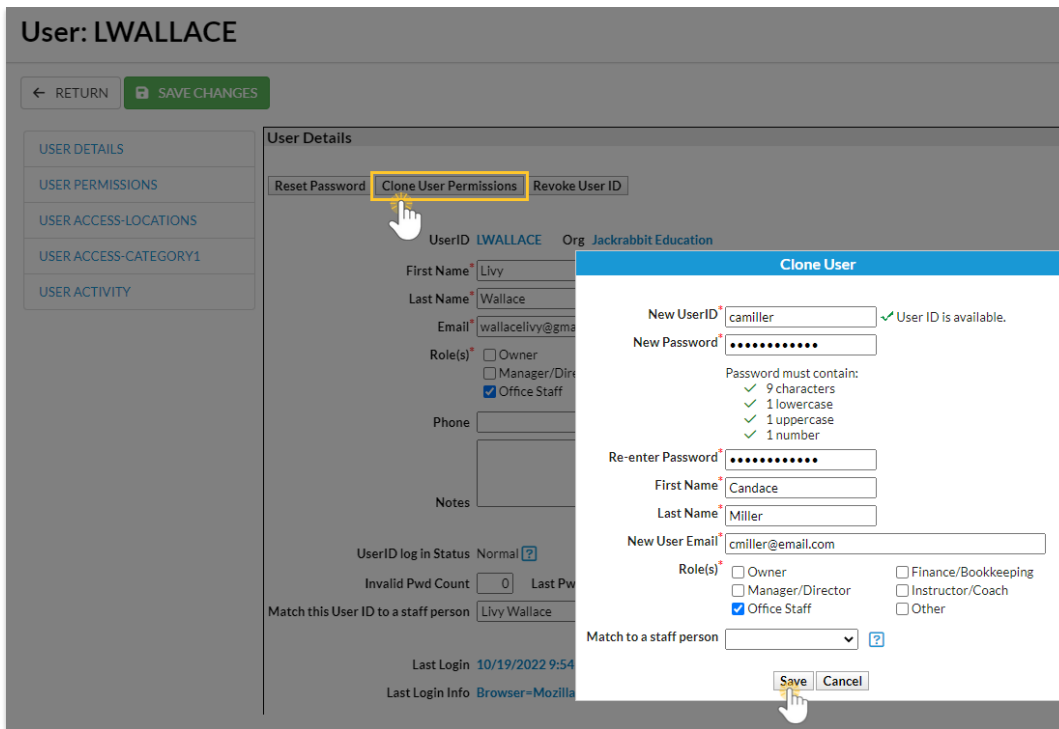
4. Enter the **New UserID**.

5. Enter a **New Password** and re-enter it.

6. Enter the **First Name** and **Last Name** of the User.

7. Add the **New User Email** for the user.

8. Select the **Role(s)** of the User in your organization and choose a **Match to a staff person** from the drop-down list if applicable.

9. Click **Save** and **OK** in the confirmation window.

    ○ The cloned user's *User Details* page opens, add additional information as needed.

10. Click **Save Changes**.