User Permissions for Staff Certifications

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There are several User Permissions related to **Staff Certifications**. These permissions allow the User to perform tasks such as sending an email to a staff member or monitoring certifications that are coming due soon on the Executive Dashboard.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information.

To adjust a User's permissions, go to the**Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a User ID) > **User Permissions** (left menu).*Note: Users who are logged in when their permissions are changed will have to log out and back in for the changes to take effect.*

Permissions Related to Staff Certifications

Category	User Permission	Enables access to
General	Dashboard-Alerts	View the *Alerts* section on the *Executive Dashboard*. Certifications that are coming due in the next 30 days or are currently overdue are listed.
Staff	List Staff	View/edit limited information in the *Staff* record (*Summary* tab, *Classes* tab, *Picture* tab, *Resources* tab.)
	Certifications tab and report	View/edit information on the *Certifications* tab of a *Staff* record or under the *Staff* menu > *Certifications*.
	Email Staff	Use the *Email* button in a *Staff* record to send an email.
Tools	Edit Drop-down List	View/edit the Drop-down List (*Gear* icon > *Settings* > *General* > left menu *Drop-down Lists*).

See **Permissions for Jackrabbit Users** for more information.