User Permissions for Posting Tuition Fees

There are multiple ways to **Post Tuition Fees** in Jackrabbit, and each one may have different user permissions.

> 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 UserID) > **User Permissions** (left menu) to set the permissions. ***Note:** If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.*

Expand/Collapse All

Post Tuition Fees During Enrollment in Jackrabbit

Enrollment from the Families Menu

Category	User Permission	Enables access to
Families	View Family Page	View and edit the details of a family.
	List Families	*All Families* from the *Families* menu.
	Add Family/Account	Add a family.
	Quick Family Student Enroll	*Families* menu > *Quick Registration,* and the Use Quick Registration Form via the *Add New Family* icon.

Enrollment from the Students Menu

Category	User Permission	Enables access to
Students	List Students	*All Students* from the *Students* menu.
	View Student Page	View and edit the details of a student record.
	Enroll Students	Enroll Student button.

Enrollment from the Classes Menu

Category	User Permission	Enables access to

Classes	Class Lists, Schedules, Calendars	*All Classes* from the *Classes* menu.
	View Classes	View and edit the details of a class.
Students	Enroll Student	The Enroll Student button.

Post Tuition Fees During Online Registration

Category	User Permission	Enables access to
Tools	Edit Online Web Registration and Parent Portal Settings	Control Online Registration settings.

Post Tuition Fees with Parent Portal Enrollments

Category	User Permission	Enables access to
Tools	Edit Online Web Registration and Parent Portal Settings	Control Parent Portal settings.

Post Tuition Fees to Multiple Families at Once

Tuition Posted from the Transactions Menu > Post Tuition Fees

Category	User Permission	Enables access to
Transactions	Post Tuition Fees	The *Transactions* menu > *Post Tuition Fees*.

Post Tuition Fees Using Make Sale/Post Fees in a Family Record

Category	User Permission	Enables access to
Families	View Family Page	View and edit the details of a family.
	List Families	*All Families* from the *Families* menu.
	Post Fees	The *Row* menu icon > *Post Fees* to enter fees and the *Make Sale/Post Fees* button in a family's record.

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