

# Staff Availability in the Staff Portal

Last Modified on 08/17/2023 8:40 am EDT

Knowing when staff is available to work and when they need time off is important for scheduling classes and finding substitutes. By tracking [Staff Availability in Jackrabbit](#), you can see at a glance who is available and who isn't on the Daily Calendar, simplifying your planning.

Increase efficiency by allowing staff to communicate their availability to office administrators through their Staff Portal. Entering their own hours of availability and time off in the Staff Portal ensures there are fewer errors and more timely updates.

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**Expand/Collapse  
All**

- ▼ [Settings for Staff Availability in the Staff Portal](#)
  - ▼ [View and Manage Availability in the Staff Portal](#)
  - ▼ [Keep Track of Availability Changes Made in the Staff Portal](#)
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