Give instructors Staff Portal access without Jackrabbit access   Share

Issue/Question

How do I give my new instructor access to the Staff Portal? They don't do any admin work; they just need to be able to take attendance and clock their time.

Environment

Jackrabbit application

Resolution

Staff who <u>only</u> need access to the Staff Portal (for attendance, skill management, and clocking in/out) should be assigned a Staff Portal Login ID.

1. In Jackrabbit, go to the **Staff** menu > **Add Staff**.
2. Enter the staff member's **First Name**, **Last Name**, and **Email**.
3. Because you are not matching this staff member to a Jackrabbit User ID, skip to the **Auto-assign Staff Portal Login ID** checkbox and select it. The login ID is generated using the first initial and last name. Where two staff have the same initials, the first initial and last name will be appended with a number.
4. Select the checkbox **Send Staff Portal Login Email** to email the staff member their Staff Portal Login ID and a link for them to set their password.
5. Click **Save**.