

Match a staff User ID to their Staff Portal login for access to both Jackrabbit and the Staff Portal

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Issue/Question

Some of my front desk staff also coach classes now. Can they use their existing Jackrabbit User ID to log in to the Staff Portal, or do they need a separate login?

Resolution

If a staff person works both in Jackrabbit, doing things like adding classes, and in the Staff Portal, managing things like attendance and skills tracking, their Jackrabbit User ID can be matched to their Staff Portal login to enable them to use the same login for both areas.

To match an existing User ID to a Staff Portal login:

1. Go to the **Staff** record > **Portal Settings** tab of the staff person you want to match with a User ID.
2. In the Staff Portal Settings section, use the **Match to User ID** drop-down menu to select the User ID you'd like to match.
3. **Save Changes**.

The staff person can now log in to both the Staff Portal and your Jackrabbit system with the same credentials.
