

# Allow staff to update student skills in the Staff Portal [Share](#)

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## Issue/Question

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How do I grant access to a new coach to update a student's skill in the Staff Portal?

## Environment

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Jackrabbit Application

## Resolution

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The ability for a staff member to update skills in their Staff portal is controlled by their Portal Settings.

1. Open the **Staff Record > Portal Settings** tab.
  2. Go to the **Manage Activities Tab** section and set **Allow staff person to update skills/levels** to Yes.
  3. **Save Changes**.
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