

Allow staff to update student skills in the Staff Portal

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Issue/Question

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

Environment

Jackrabbit Application

Resolution

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.
