

Staff Portal Setup Step 3 - Send Portal Login Email


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The third step of the Staff Portal Guided Setup will send selected staff an email containing staff portal login information. The email will be sent to the email address on the *Summary* tab of their *Staff* record.

Different emails are sent based on whether the staff person was assigned a [Portal Login ID \(Staff Portal Setup Step 2\)](#) or if their [User ID was matched \(Staff Portal Setup Step 1\)](#) to their staff record.

- Select the Staff you want to send the email to.
- Click **SEND PORTAL LOGIN EMAIL**
- You can opt to leave the setup and continue at a later time or click **GO TO STEP 4: STAFF SETTINGS** → to advance to the next step. See [Staff Portal Setup Step 4 - Customize Staff Settings](#).

SEND PORTAL LOGIN EMAIL **GO TO STEP 4: STAFF SETTINGS →**

**Send Staff an email with their staff portal login information.**

Staff who are linked to their user ID will receive an email stating they can log in to the staff portal using their current User ID and password.

Staff who are auto-assigned a portal login ID will receive an email with their portal login ID and a link to create a password.


Select the Staff to Email

Check All **Uncheck All**

☐ Stephanie Andrews ☒ Dianne Harris ☐ John Linton

When the Portal Login ID is auto-assigned, an email is sent containing the Staff Portal Login ID and a link for the staff person to create their password:

Your organization's name

Jackrabbit Help Center - Staff Portal - Login Information 

Staff Portal Login Information

Login to Jackrabbit Help Center Staff Portal with the following:

Staff Portal Login ID:
[Click here to create your password.](#)

[Click here to access the Staff Portal.](#)

DHarris

This link will expire in 24 hours.

TIME SENSITIVE
link to create password



The link to create the password is time sensitive and expires in 24 hours.

When the staff person is matched to their Jackrabbit User ID, the email gives them their login (which is their User ID) and lets them know their password is the same as their Jackrabbit User ID password:

Jackrabbit Help Center - Staff Portal - Login Information Inbox x

Staff Portal Login Information

Login to Jackrabbit Help Center Staff Portal with the following:

Login:	diharris
Password:	Same as your Jackrabbit password

[Click here to access the Staff Portal.](#)

Quick link to the Staff Portal

This is the staff person's Jackrabbit User ID