

# Guided Staff Portal Setup

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Jackrabbit offers a guided setup process that steps you through 5 tasks to get your staff ready to log into the [Staff Portal](#). Go to the **Staff Portal** (menu) > **Guided Staff Portal** and click the **Start Guided Setup** button.



Each step of the setup is saved individually. If you start the setup and need to finish at a later time simply go to the [Staff Portal \(menu\) > Guided Staff Portal](#) and click through to the step where you left off.

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**Staff Portal Setup Step 1 - Match Staff to User ID**

**Staff Portal Setup Step 2 - Auto Assign Portal Login ID**

**Staff Portal Setup Step 3 - Send Portal Login Email**

**Staff Portal Setup Step 4 - Customize Staff Settings**

**Staff Portal Setup Step 5 - Customize Staff Portal Settings**

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