

# Guided Staff Portal Setup

Jackrabbit offers a guided setup process that steps you through 5 tasks to quickly get your staff ready to log in to the Staff Portal. Go to the **Gear icon > Set Up > 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 **Gear icon > Set Up > Guided Staff Portal** and click through to the step where you left off.

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