

# Staff Portal - Getting Started

Your supervisor will instruct you on how to access the Staff Portal.

You may not have access to all areas or the ability to perform certain functions mentioned in this Training System as this is dependent upon your organization's procedures and your permissions.


If you forget your Staff Portal password, click "Forgot Your Password" from the Staff Portal Login screen to generate an email with a link to reset your password. The email will be sent to the email address associated with your Staff Record in the Jackrabbit database. Contact your supervisor if you do not receive an email (after checking if it was marked as spam).


## Staff Portal

Enter your username


Enter your password

[Forgot your password?](#)

 Login



Supported browsers



POWERED BY  
**Jackrabbit Technologies**  
jackrabbittech.com

Login Screen

Example when logged in from a Portal launched from within your database

Staff Portal News My Schedule My Time Card Manage Classes Clock-In Actions

## Hi Stephanie Andrews

### My News

Hi Stephanie - please stop by the office to pick up your training certificate, Congrats!

### Department News

Coaching clinic - Mandatory - dates available 6/9 or 6/10 from 12-4pm. Sign up sheets in office. Please have all time approved by Thursday this week...thank you!

### Staff News

We will be closed next Monday. Please ensure that all of your time is entered into the Time Clock before Wednesday so that payroll can be done early. Thx!

Example when logged in from a Portal launched on a smart device (remotely)

Staff Portal Clock-In

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