

# Clone a User ID

Cloning User Permissions is a great time saver!

Set up one *User ID* with permissions and click the **Clone User Permissions** button to create more users with the same permissions. For example, when a new Office Staff member is hired and you want to be sure they have the correct User Permissions, clone another Office Staff member's User Permissions.

1. Go to the **Gear** (icon) > **Settings** > **Users & Permissions** (left menu) > select a User ID under **Manage Users**.
2. Click the **User ID** link to access the profile of the User ID whose permissions you want to clone.

**General Settings**

← RETURN

- SELF CHECK-IN
- CLOSED DATES
- DASHBOARD ANNOUNCEMENTS
- DROP-DOWN LISTS
- BUSINESS LOCATIONS
- NOTIFICATIONS
- ORGANIZATION DEFAULTS
- ORGANIZATION LOGO
- STATEMENTS
- TEXT MESSAGES
- TUITION SETTINGS
- USER-DEFINED FIELDS
- USER IDS**

**Manage Users**

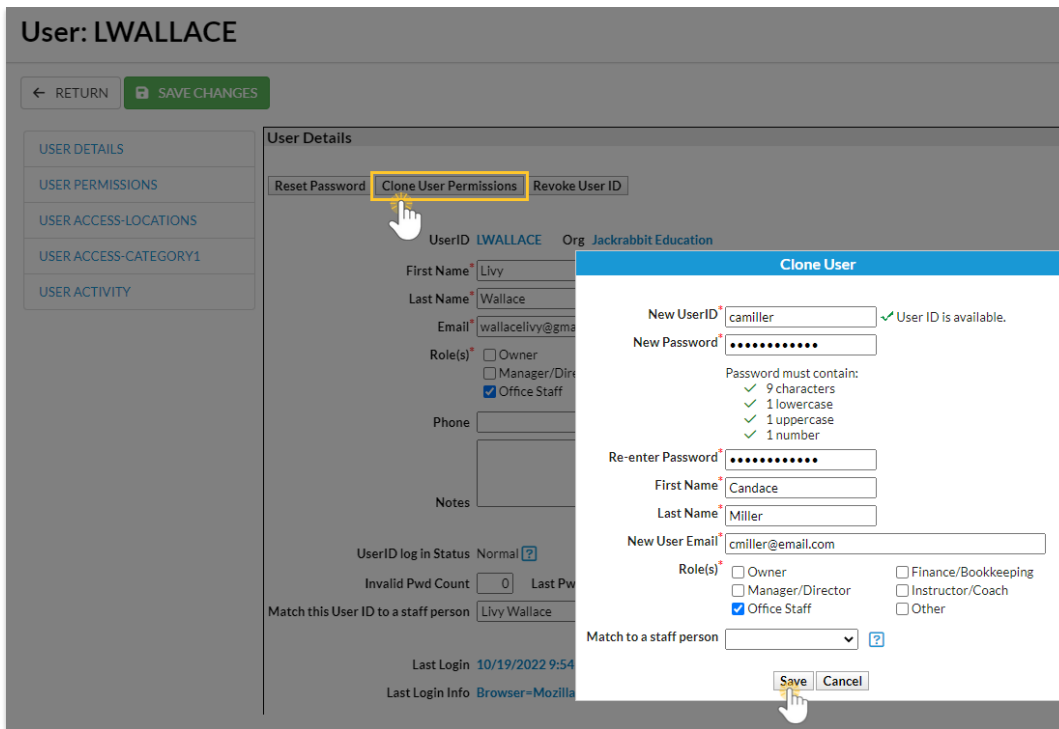
To edit user permissions or limit access to Locations or Category1, click the UserID to edit (provided you have this permission).

Add User

View 1 - 18 of 18    Print    Export    Refresh    3 columns hidden    Show/Hide Columns    Restore Columns

	UserID	First Name	Last Name	Email	Role(s)	Phone
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<a href="#">509798Support</a>	Jackrabbit	Tech	donotdelete@jackrabbittech.com	Other	
2	<a href="#">asmithoroto</a>	Amber	Smith	smith@jackrabbittech.com	Owner	
3	<a href="#">cbova</a>	Carol	Barnhardt	cb@jackrabbittech.com	Manager/Director	
4	<a href="#">csjbartlett</a>	Jan	Bart	jbart@jackrabbittech.com	Other	
5	<a href="#">hannahs</a>	Hannah	Smith	education@jackrabbittech.com	Manager/Director	
6	<a href="#">hbarnhardt</a>	Heather	Barnhardt	hbarnhardt@email.com	Owner	
7	<a href="#">helocenter</a>	Sandi	Olson	solson@jackrabbittech.com	Owner	
8	<a href="#">kateelliott</a>	Kate	Elliott	kelliott@jackrabbittech.com	Manager/Director	
9	<a href="#">kbarnhardt</a>	Kendra	Barnhardt	kbarnhardt@email.com	Owner	
10	<a href="#">lschuetteoroto</a>	Lisa	Schuette	lschuette@jackrabbittech.com	Other	
11	<a href="#">lwallace</a>	Livy	Wallace	wallacelivy@gmail.com	Office Staff, Instructor/Coach	
12	<a href="#">mbal</a>	Marie	O'Brien	mbal@jackrabbittech.com	Owner	
13	<a href="#">NTownsend</a>	Neil	Townsend	NTownsend@email.com	Office Staff, Instructor/Coach	
14	<a href="#">gaeducsupport</a>	Jack	Rabbit Support	donotdelete@jackrabbittech.com	Other	
15	<a href="#">game1</a>	Mel	Ulmanman	mulman@jackrabbittech.com	Other	
16	<a href="#">sasobrien</a>	Stephanie	Baldwin	brien@jackrabbittech.com	Other	

3. Click the **Clone User Permissions** button.



4. Enter the **New UserID**.
  5. Enter a **New Password** and re-enter it.
  6. Enter the **First Name** and **Last Name** of the User.
  7. Add the **New User Email** for the user.
  8. Select the **Role(s)** of the User in your organization and choose a **Match to a staff person** from the drop-down list if applicable.
  9. Click **Save** and **OK** in the confirmation window.
    - The cloned user's *User Details* page opens, add additional information as needed.
  10. Click **Save Changes**.
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