

# Staff Portal Setup Step 3 - Auto-Assign Portal Login ID

**Step 3** of the guided setup gives you the option to auto-assign Portal Login IDs for those staff members that are NOT matched to a Jackrabbit User ID. For staff members that will have a Jackrabbit User ID and need Staff Portal access, see the previous step, [Staff Portal Setup Step 2 - Match Staff to User ID](#) for additional information.


The automatically assigned logins are in the format of the first initial and last name.

All Portal Login IDs must be unique within your system. When there are two (or more) staff members with the same last name and first initial, Jackrabbit will add a number behind the second Staff Portal Login ID. Example: Sandi Olson and Stephanie Olson would be added as SOlson and SOlson1.


1. Click the **Auto-Assign Portal Login ID** button to generate the IDs.
  - If you do not want to use the auto-assign feature and would prefer to manually assign Portal Login IDs, click into the text box after the Staff Name to enter the preferred Portal Login ID.
  - If you wish to change a previously assigned, or auto-assigned, Portal Login ID click into the text box to edit.

**Staff Portal Guided Setup - Step 3 of 5: Auto-Assign Portal Login ID**

**SAVE** **GO TO STEP 4: STAFF SETTINGS →**

 **Do you have staff who only need Staff Portal access?**  
If yes, auto-assign a portal login ID (first initial and last name) using this button.

**Auto-Assign Portal Login ID**

 To manually assign or edit portal login IDs, click inside the box after each staff's name

Click to edit the auto-assigned ID, LWallace, and change it to the preferred ID, LivyWallace.

Staff Name	Portal Login ID	Staff Name	Portal Login ID	Staff Name	Portal Login ID
Michelle Ager:	<input type="text" value="MAger"/>	Dianne Harris:	<input type="text" value="DHarris"/>	Livy Wallace:	<input type="text" value="LivyWallace"/>
Stephanie Andrews:	<input type="text" value="SAndrews"/>				

2. Click **SAVE** and **OK** in the confirmation window.
3. Click **GO TO STEP 4: STAFF SETTINGS →** to advance to the next step. See [Staff Portal Setup Step 4 - Staff Settings](#), or you can opt to leave the setup and continue at a later time.