

Staff Portal Setup Step 5 - Send Portal Login Email

Step 5 of the Staff Portal Guided Setup will send selected staff an email containing their staff portal login information. The email will be sent to the email address on the *Summary* tab of their *Staff* record.

Different emails are sent based on whether the staff person was assigned an Auto-Assigned Portal Login ID ([Staff Portal Setup Step 3](#)) or if their Jackrabbit User ID was matched ([Staff Portal Setup Step 2](#)) to their staff record.

1. Mark the checkbox for the Staff you want to send the email to, or use the **Check All** button to select all the staff members. In this example, a single staff member is selected and Dianne Harris was auto-assigned a portal login ID of DHarris.

Staff Portal Guided Setup - Step 5 of 5: Send Email

SEND PORTAL LOGIN EMAIL **CLOSE SETUP GUIDE →**



Send Staff an email with their staff portal login information.

Staff who are linked to their user ID will receive an email stating they can log in to the staff portal using their current User ID and password.

Staff who are auto-assigned a portal login ID will receive an email with their portal login ID and a link to create a password.

Select the Staff to Email

Check All **Uncheck All**

<input type="checkbox"/> Michelle Ager	<input checked="" type="checkbox"/> Dianne Harris	<input type="checkbox"/> Hannah Smith
<input type="checkbox"/> Stephanie Andrews	<input type="checkbox"/> Ashley Smith	<input type="checkbox"/> Livy Wallace
<input type="checkbox"/> Heather Barnhardt		

2. Click **SEND PORTAL LOGIN EMAIL**

- Staff who are linked to their Jackrabbit User ID receive an email stating they can log in to the Staff Portal using their current User ID and password.
- When the Portal Login ID is auto-assigned, an email is sent containing the Staff Portal Login ID and a link for the staff person to create their password. The link is time-sensitive and expires in 24 hours.

Your organization's name.

Jackrabbit Help Center - Staff Portal - Login Information Inbox x

Staff Portal Login Information

Login to Jackrabbit Help Center Staff Portal with the following:

Staff Portal Login ID: **DHarris**
This link will expire in 24 hours.

[Click here to create your password.](#)

[Click here to access the Staff Portal.](#)

Time-sensitive link to create a password.

3. Click **CLOSE SETUP GUIDE**.



The link to create the password is time-sensitive and expires in 24 hours.
