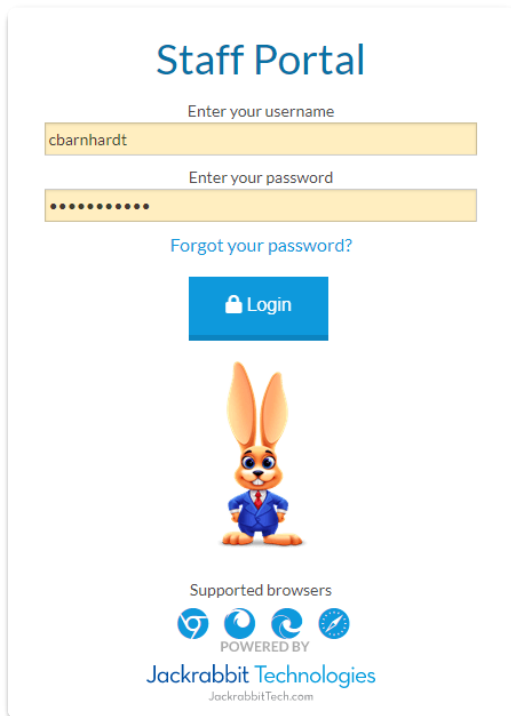


# Launch the Staff Portal from within Jackrabbit

Any User ID with the *Launch Staff Portal* permission in the *Staff Portal* category (*Gear icon > Settings > Users & Permissions*) can launch the portal when they are logged into Jackrabbit.

1. Go to **Staff** (menu) > **Staff Portal** > **Launch Staff Portal**.



2. Your staff can now log into their Staff Portal.

- o The Staff Portal can remain open indefinitely, however, when inactive for longer than the **Staff Session Timeout Limit** individual staff will be logged out of the portal.
- o The Staff Portal opens to the **News** tab. Refer to **Staff Portal News - Department, Staff, and My News** for more details.

