

# Staff Portal - Getting Started

Your supervisor will provide instructions on accessing the Staff Portal.

You may not have permission to view certain areas or perform all functions outlined in this training. Access depends on your organization's procedures and your assigned permissions.


If you forget your Staff Portal password, select **Forgot Your Password** on the Staff Portal login screen. An email with a password reset link will be sent to the email address associated with your staff record in Jackrabbit. If you don't receive the email, please check your spam folder and then contact your supervisor for assistance.


## 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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