The System Administrator

Your organization should assign a **System Administrator** to oversee your Jackrabbit database. Their **User ID** must be granted ALL **User Permissions** in order for them to manage the system.

Duties of the *System Administrator* include the following:

- Having a clear understanding of all aspects of Jackrabbit - how information is entered into the database and where it is located once entered.

- Training the organization's staff members in the use of Jackrabbit.

- Coordinating support requests with Jackrabbit's Support Team and distributing responses.

- Having a working knowledge of the organization structure - staffing, procedure, accounting practices, class set-up, etc.

- Understanding system users - how to create, revoke, un-revoke, etc.

- Understanding the needs of the organization's clients and their use of Jackrabbit's Online Registration and Parent Portal.

- Keeping abreast of Jackrabbit enhancements and training staff as needed.

To ensure the System Administrator's User ID has all permissions granted:

1. Go to the **Tools** menu and select **Manage Users and Permissions**.

2. Select the link for the User ID to open the *User Details*.

3. In the left menu select **User Permissions**.

4. Click **Check All**.

5. **Save Changes**.

The changes will take affect once the User has logged out of Jackrabbit and then logged back in.