

User Permissions for Certifications

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There are several User Permissions that control the ability to set up, view and manage Staff Certifications.

Go to **Tools > Manage Users & Permissions > User IDs** (click on a UserID) > **User Permissions** (left) to set the permissions.

Note: *If a User is logged in when changes are made to their permissions, they'll have to log out and then back in before the changes will take effect.*

These are the permissions related to Staff Certifications:

Category		User Permissions
General	<input checked="" type="checkbox"/>	Dashboard-Alerts
	<input checked="" type="checkbox"/>	List Staff
Staff	<input checked="" type="checkbox"/>	Certifications tab and report
	<input checked="" type="checkbox"/>	Email Staff
Tools	<input checked="" type="checkbox"/>	Edit Drop-down List



See [Permissions for Jackrabbit Users](#) for more information.
