

Parent Portal –Checklist for a Successful Rollout

The Parent Portal links your existing customers from your website to Jackrabbit to make the following updates to their account:

- ✓ Make a payment and check their account balances
- ✓ Update family information
- ✓ Enroll students in classes or events

Use this checklist and complete the tasks to set up your Parent Portal:



We recommend you review the articles in the Jackrabbit Help Center about Parent Portal. You can find this information in the [Help Center – Parent Portal](#). Check out each of these articles and be ready to set up your Parent Portal.



Locate your Organization ID in Jackrabbit. You can find your ID under the **Tools** menu. Go to **Tools > Online Web Registration**. Your Organization ID is in the **Getting Started** box. My Organization ID is: _____. Your ORG ID# will be used in each link or html code to point to Jackrabbit.



Review the Jackrabbit Help Center article: [Set Up Your Parent Portal](#). Decide how you want to set up all your Parent Portal settings. You can find these settings in the **Tools** menu. Go to **Tools > Parent Portal > Settings** (tab).



Test your Parent Portal setup, follow the testing steps on the **Parent Portal > Test Your Parent Portal** page. Go back into the settings if you are not happy with the portal and make the necessary setting changes. Re-test again until you are satisfied.



Decide where you want to place the Parent Portal link in your website. We recommend you add it to the Header or main Navigation Bar on your landing page. Your customers will be able to access the link on every page of your website.



Insert the link to the Parent Portal page into your website editor. Save, publish and update your site. The link can be found in the **Tools** menu. Go to **Tools > Parent Portal > Link to Your Parent Portal** page.



Train your staff on the Parent Portal, the email notification system, and how to handle payments and/or enrollments that come in through the Parent Portal.



We recommend you email your Parent Portal link to all your families, add the link to any newsletters, and post the information in your location.



Use the information in Jackrabbit [Help Center – Parent Portal](#). There are many helpful articles and tips in the Help Center. For example, ePayments, Legal Agreements, Priority Enrollment, Troubleshooting, etc.



Relax! Now your customers can manage their account online and save your staff endless hours of phone calls and paper forms.