



# Parent Portal Setup

## CHECKLIST FOR A SUCCESSFULL ROLLOUT

Click links for additional information.

### 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 the [Parent Portal](#). Check out each of these articles and be ready to set up your Parent Portal.
- Locate your Organization ID (ORG ID) in Jackrabbit. Go to the Gear (icon) > Settings > Online Registration. Your Organization ID is located under Getting Started. My ORG ID# is: \_\_\_\_\_  
Your ORG ID# will be used in each link or html code.
- Review the Jackrabbit Help Center article: [Set Up Your Parent Portal](#). Decide how you want to set up all your Parent Portal settings. Go to Gear (icon) > Settings > Parent Portal > Settings (tab).
- Test your Parent Portal setup, follow the testing steps on the Gear (icon) > Settings > Parent Portal > click the Preview Parent Portal link, and sign in. 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 on 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. Go to Gear (icon) > Settings > click the Go to the Parent Portal link. Copy/paste the URL for your website.
- 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.