

You'll find directions for the time clock below - please let me know if you have questions!

For those of you new to Mountain Kids or just returning. You'll be receiving a link from us to set-up password for our online time clock in the coming days. Please save this email so you are able to add the link to your iPhone homescreen making it easy to log into the staff portal. You can also find a log-in page at this link.

Do not hesitate to let us know if you have any questions.

You'll need our organization number: 135459

Thank You!

### **Save and Launch the Remote Access Staff Portal as a Web App**

Your Staff Portal remote entry point can be saved to your iPhone/iPad/Android device just like an app. Once it is saved it can be launched via an icon just like any other phone app.

To add the remote Staff Portal to your device as a web app:



iOS/iPad/iPhone devices must use the 'Safari' web browser.



Android devices must use either 'Chrome' or the native Web Browser.

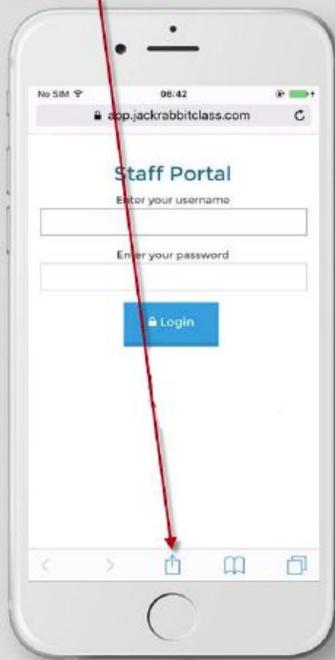


1. In the appropriate web browser on the device (*as per above*) go to <https://app.jackrabbitclass.com/jr3.0/TimeClock/StaffLogin?OrgID=XXXX>.
2. In the link replace "XXXX" with your **Org ID**. *Note: Your Org ID can be found from Tools > My Account.*
3. If your database has multiple locations select which location to launch the Staff Portal for. *Note: If you are not a multiple location database you will not be asked to choose a location.*
4. You will now be at the Staff Portal login screen where a username and password are entered. From here you can save as a web app to your device.

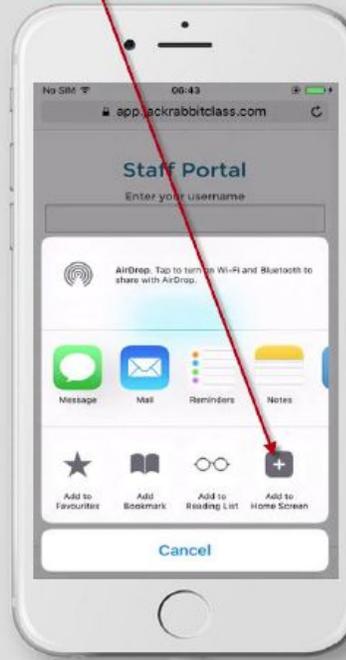


iOS users will open the context menu by clicking the square with upward pointing arrow icon centered at the bottom of the screen. From this menu click **Add to Home Screen**.

**Open Context Menu**



**Add to Home Screen**



**Rename if you want and save!**



**Staff Portal can be launched like an app!**





Android Users will click the 3 vertical dots in the upper right hand corner to open the context menu. Then click **Add to Home Screen** to save as a web app.

