

# How To Manage Staff Security

## Step 1

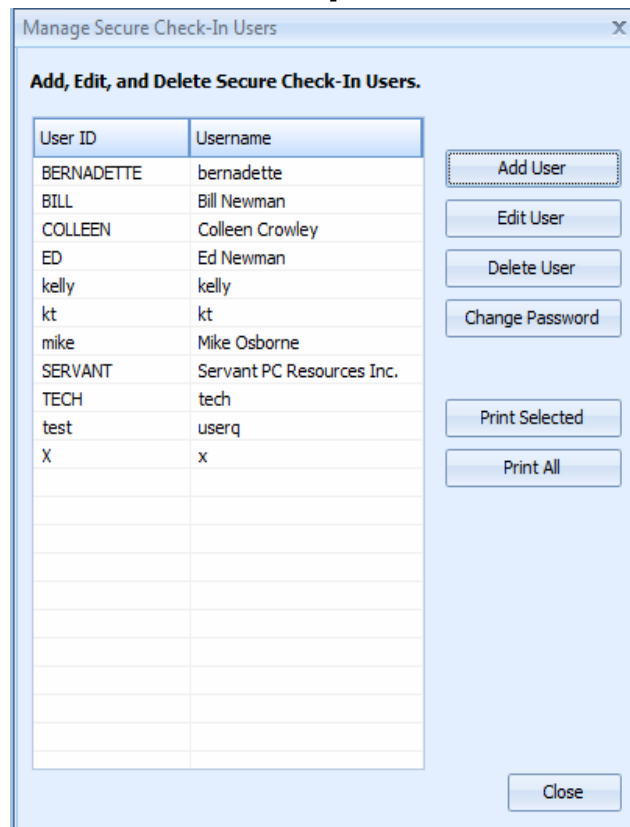
Open your Servant Keeper Check-In program and log in.

## Step 2

Click on the **[Manage Staff Security]** button on the button bar.



## Step 3



The Manage Secure Check-In Users window will open. This is a list of all of the users you have either imported from Servant Keeper during the Servant Keeper Check-In installation or you have added through the **[Add Staff]** button on the button bar.