Staff Portal Setup Step 1 - Staff Portal Settings

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Step 1 in the Staff Portal setup is to customize the Staff Portal Settings. When enabled, these settings are global and will affect all staff members.

Remember to click the **Save** button to save the settings. Once you have completed this step, the next step is to **Match Staff to User ID** (step 2).

Staff Session Timeout Limit	Set the length of time the Staff Portal will automatically log out with no activity. The Timeout Limit can be adjusted from 5 minutes up to 8 hours.
Features	Select the **Features** the staff can use in the Staff Portal. These include **Attendance**, **Skills/Levels, Time Clock**, and **Lesson Plans**. To allow staff to update information for a feature in the Portal when it has been launched remotely, set **Allow Remote** *(feature name)* to **Yes** (the default is No). For example, to allow a staff person to not only view and print their schedules but also enter their time when they are accessing the Portal remotely, set *Allow Remote Time Clock* to *Yes*. The **Launch the Staff Portal** topic covers remote access in more detail.
Family & Student Display Options	Select which information should be listed in the Staff Portal about the student. Visit **General Staff Portal Settings** to learn more about where the family and student information appears in the Staff Portal.

Attendance Options	Define whether or not staff can save partial attendance. Visit **Settings for Staff Portal Attendance** to review all settings related to taking attendance in the Staff Portal.
Skill/Level Options	Define which skills you want to display in the Staff Portal and how you want to manage emails for student skill progress. Visit **Settings for Staff Portal Skills/Levels** to review all settings related to working with Skills/Levels in the Staff Portal.

If you use the **Time Clock** to track staff hours, the setup for **Time Clock Departments**, **Time Clock Pay Periods**, and **Time Entry Settings** is located at the bottom of the Staff Portal Settings page.