

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	<p>Select the Features the staff can use in the Staff Portal. These include Attendance, Skills/Levels, Time Clock, and Lesson Plans.</p> <p>To allow staff to update information for a feature in the Portal when it has been launched remotely, set Allow Remote (<i>feature name</i>) to Yes (the default is No).</p> <p>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 <i>Allow Remote Time Clock</i> to Yes.</p> <p>The Launch the Staff Portal topic covers remote access in more detail.</p>
Family & Student Display Options	<p>Select which information should be listed in the Staff Portal about the student.</p> <p>Visit General Staff Portal Settings to learn more about where the family and student information appears in the Staff Portal.</p>
Attendance Options	<p>Define whether or not staff can save partial attendance.</p> <p>Visit Settings for Staff Portal Attendance to review all settings related to taking attendance in the Staff Portal.</p>

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.
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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.
