

# 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. These settings, when enabled, 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 Portal Guided Setup - Step 1 of 5: Staff Portal Settings

SAVE
GO TO STEP 2: MATCH STAFF TO USER ID →

Staff Portal Settings	
Staff Session Timeout Limit	10 Mins (staff will be logged out automatically after this amount of time without activity)
Features	What features do you want to use? <a href="#">?</a> Attendance <input checked="" type="checkbox"/> Allow Remote Attendance Yes ▾ Skills/Levels <input checked="" type="checkbox"/> Allow Remote Skills/Levels Yes ▾ Time Clock <input checked="" type="checkbox"/> Allow Remote Time Clock Yes ▾ Lesson Plans <input checked="" type="checkbox"/> Allow Remote Lesson Plans Yes ▾
Family & Student Display Options:	Which information do you want displayed in the staff portal?
Student List Page	Age/Gender/Birthdate <input type="checkbox"/> Family Balance <input type="checkbox"/> Or Class Balance (overrides Family Bal) No ▾ Future Drop Date <input type="checkbox"/> Primary Contact <input checked="" type="checkbox"/> Photo <input checked="" type="checkbox"/>
Show Additional Info	Roll Notes <input checked="" type="checkbox"/> Editable ▾ Primary Contacts <input checked="" type="checkbox"/> Emergency Contacts <input type="checkbox"/> Family Address <input checked="" type="checkbox"/> Grade Level <input type="checkbox"/> Allergies/Special Needs <input checked="" type="checkbox"/> Medications <input type="checkbox"/> Disabilities <input checked="" type="checkbox"/> Immunization fields <input checked="" type="checkbox"/>
Attendance Options:	
Can staff save partial attendance?	<input checked="" type="radio"/> No, Staff must mark every student as present or absent before saving the attendance page <input type="radio"/> Yes, Staff can enter partial attendance and save the attendance page (some students may not be marked as present or absent)
Skill/Level Options:	
Skills	<input checked="" type="radio"/> Display skills assigned to classes <input type="radio"/> Display skills assigned to students
Email Skill/Level Progress	<input checked="" type="radio"/> Never send emails <input type="radio"/> Staff option to send email <input type="radio"/> Automatically send email

### 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.

<b>Features</b>	<p>Select the <b>Features</b> the staff can use in the Staff Portal. These include <a href="#">Attendance</a>, <a href="#">Skills/Levels</a>, <a href="#">Time Clock</a>, and <a href="#">Lesson Plans</a>.</p> <p>To allow staff to update information for a feature in the Portal when it has been launched remotely, set <b>Allow Remote</b> (<i>feature name</i>) to <b>Yes</b> (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 <i>Yes</i>.</p> <p>The <a href="#">Launch the Staff Portal</a> topic covers remote access in more detail.</p>
<b>Family &amp; Student Display Options</b>	<p>Select which information should be listed in the Staff Portal about the student.</p> <p>Visit <a href="#">General Staff Portal Settings</a> to learn more about where the family and student information appears in the Staff Portal.</p>
<b>Attendance Options</b>	<p>Define whether or not staff can save partial attendance.</p> <p>Visit <a href="#">Settings for Staff Portal Attendance</a> to review all settings related to taking attendance in the Staff Portal.</p>
<b>Skill/Level</b>	<p>Define which Skills you want to display in the Staff Portal and how you want to manage emails for student Skill/Level progress.</p> <p>Visit <a href="#">Settings for Staff Portal Skills/Levels</a> to review all settings related to working with Skills/Levels in the Staff Portal.</p>



If you use the [Time Clock](#) to keep track of staff hours, the setup for [Time Clock Departments](#), [Time Clock Pay Periods](#), and [Time Entry Settings](#) are located at the bottom of the [Staff Portal Settings](#) page.