

Staff Portal Setup Step 4 - Staff Settings

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There are two groups of customizable settings that control how your staff interacts with the Staff Portal.

- Settings that are applied to your database as a whole and affect all staff (see [Step 1: Staff Portal Settings](#)).
- Settings that are applied to individual staff on the Portal Settings tab of their Staff record.

Step 4 in the Staff Portal Setup applies to the individual settings:

Staff Settings

Edit All Staff Portal Settings (Step 4 of the Staff Portal Setup) enables you to set up or edit these settings for your staff in bulk (versus individually for each Staff record > Portal Settings tab).

1. Select the **checkbox** next to the staff name(s) whose Staff Portal Settings you want to set up or edit. Select the **Check All** button if the changes will apply to all staff listed. Use the **Uncheck All** button to reset.
2. In the My Schedule Tab section, define whether you want the staff to be able to view and manage their availability in the Staff Portal or only view it.
3. Make the selections in the My Time Card Tab section for the settings that you want to change. If a setting does not need to be changed, leave the drop-down as No Change. Learn more about [Settings for the Staff Portal Time Clock](#)
4. Make the selections in the Manage Classes Tab and Attendance Page sections for the settings that you want to change.
 - If a setting does not need to be changed, leave the drop-down as No Change. Learn more about [Settings for Staff Portal Attendance](#).
5. **Save** your changes.
6. Select **Go To Step 5: Send Portal Login Email** → to advance to the final setup step. See [Staff Portal Setup Step 5—Send Portal Login Email](#), or you can leave the setup and continue later.

In the example below, Livy Wallace's Time entry method will change from Manual In/Out to Clock In/Out (see image above). The Manage Classes tab will now display All Active Classes at the Staff Portal Location, instead of only her assigned classes, and she will now be able to update student sizes in the Staff Portal. All other settings will remain unchanged.

