Staff Portal News - Department, Staff, and My News

There are 3 types of news options available to broadcast to staff: *My News, Department News, and Staff News*. Staff & Department News are both created and managed from the *Staff (menu) > Staff Portal > Department News*. My News, or the Login Message, is managed from the individual staff member's record. All news broadcasts are displayed on the *News* tab in the Staff Portal.

Add My News

My News is specific to the staff person and can not be viewed by any other staff person. This message is entered in the individual staff person's record.

1. Go to **Staff** (menu) > **Active Staff**.
2. Select a staff person.
3. Click the staff member's **Portal Settings** tab.
4. Enter a **Login Message** to display as *My News*.
5. Optionally, enter a **Login Message Expiration** date (the message will no longer display on or after that date). *Note: This does not automatically clear the Login Message field on that date.*
6. Click **Save Changes.**

When the staff member logs in, the saved message is visible on the *News* tab, under the *My News* heading. ***Note:*** *If no expiration date is entered the news will display until you clear the* Login Message *field.*
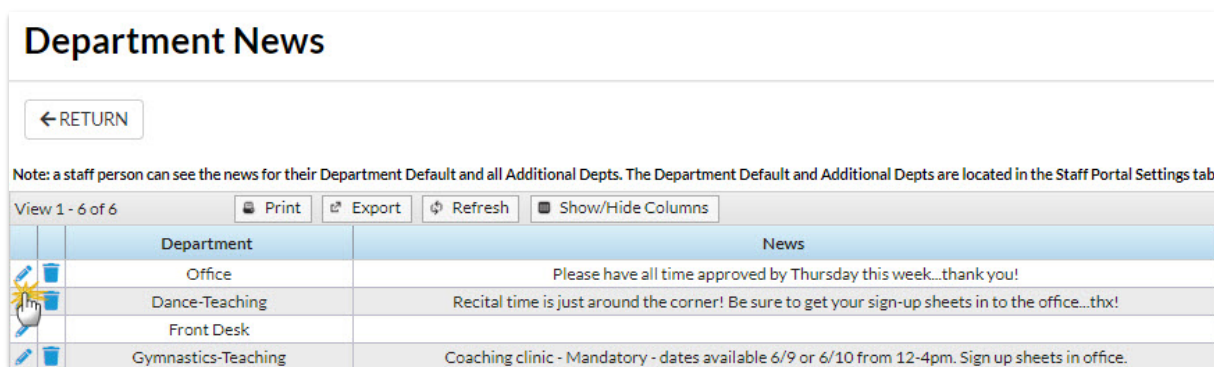
Add Department News

This is visible only if the staff member has the specific *Department* saved on their *Staff* record > *Portal Settings* tab in the *Default Department* or *Additional Dept News* fields.

When the staff member in the department (or departments) logs into their portal, the saved news is visible on the *News* tab, under the *Department News* heading. ***Note:*** *The news displays until deleted using*

the trash can icon or updated using the pencil icon.

1. Go to **Staff** (menu) > **Staff Portal** > **Department News**.
2. Click the **pencil icon** to the left of the *Department* to edit.
3. Add/edit the news in the editor that opens. *Note:* The editor works much like the email editor allowing you to change fonts, colors, styles, etc.
4. Click **Save.**

Department News

Add Staff News

This news is visible to all staff members who access the Staff Portal.

1. Point to **Staff** (menu) > **Staff Portal** > **Staff News**.
2. Add your announcement in the *Edit Staff News* editor. *Note: The editor works much like the email editor in Jackrabbit allowing you to change fonts, colors, styles, etc.*
3. Click **Save**.

When a staff member logs into their portal the saved news is visible on the *News* tab, under the *Staff News* heading. *Note: The news displays until you either edit it to change the content or clear it by deleting the message in the editor.*