

# Staff Portal Login ID Report

Last Modified on 09/21/2023 11:51 am EDT



This report, which can be filtered by Department and/or Time Entry Method, provides a listing of staff with their Department, Portal Login ID, Time Entry Method, whether they are linked to a User ID, and the date of their last portal login.

## Run a Staff Portal Login ID Report

1. Go to the **Staff** menu > **Staff Reports** > **Staff Portal Login ID Report**.
2. Select any **Search Criteria**.
3. Click **Submit**.

| Staff Portal Login ID Report   |                                   |                   |                 |                       |                       |                   |
|--|-----------------------------------|-------------------|-----------------|-----------------------|-----------------------|-------------------|
| <a href="#">← RETURN</a>   |                                   |                   |                 |                       |                       |                   |
| View 1 - 2 of 2  |                                   |                   |                 |                       |                       |                   |
| <a href="#">Print</a> <a href="#">Export</a> <a href="#">Refresh</a> <a href="#">Show/Hide Columns</a> |                                   |                   |                 |                       |                       |                   |
| Dept   | Staff Name                        | Linked to User ID | Portal Login ID | Last Portal Login/out | Last Time Clock Entry | Time Entry Method |
| Gymnastics-Teaching  | <a href="#">Stephanie Andrews</a> | stephandrews      |                 |                       | 5/30/2023 2:15 PM     | Manual In/Out     |
| Gymnastics-Teaching  | <a href="#">John Linton</a>       |                   | JLinton         |                       | 3/31/2023 10:30 AM    | Total Hours       |



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!