

Edit All (Staff Portal) Portal Login IDs

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To work with the Portal Login IDs for multiple staff at one time, go to the **Staff** (menu) > **Staff Portal** > **Edit All Portal Logins**.

Through this edit feature, you can:

- [Match Staff to User ID](#)
- [Auto Assign Portal Login ID](#)
- [Send Portal Login Email](#)

This is also done as Step 1, Step 2, and Step 3 of the Guided Staff Portal setup and is covered in more detail in those Help articles (linked above).
