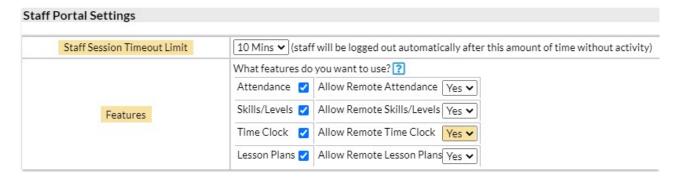
# **General Staff Portal Settings**

Last Modified on 09/21/2022 8:08 am ED

There are several general settings that affect the Staff Portal as a whole. These settings are edited from the Staff (menu) > Staff Portal > Portal Settings.

#### Staff Session Timeout Limit

Select a duration of time (between 5 min and 8 hours) after which your staff will be logged out of the Portal if they have not been active.



#### **Features**

Choose which Portal features you want to use. Select the Attendance, Skills/Levels, Time Clock, and/or Lesson Plans feature by adding a checkmark to the corresponding box.

When the Staff Portal is **launched remotely (through a URL)** as opposed to from within your database (*Staff menu > Staff Portal > Launch Staff Portal*), staff are automatically able to:

- See all News (My News, Department News, and Staff News)
- View and print their schedule of classes and events
- View details of their classes (no information on enrolled students or contact information)
- Email the contacts of enrolled students (if their individual Staff Portal Settings allow them to send emails)

To allow staff to update information for a feature in the Portal when it has been launched remotely, set **Allow Remote** (feature name) to **Yes** (the default is No).

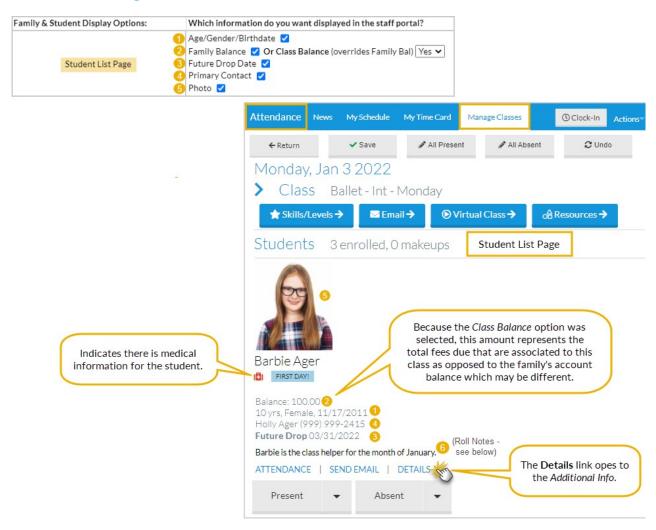
For example, to allow a staff person to not only view and print their schedules but also enter their time when they are accessing the Portal remotely, set *Allow Remote Time Clock* to *Yes*.

The Launch the Staff Portal topic covers remote access in more detail.

## Family & Student Display Options

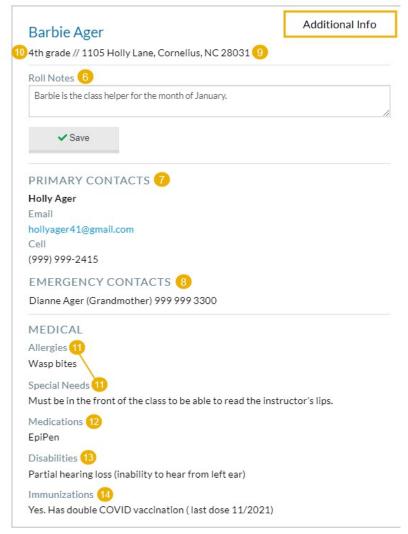
Use this section to customize the information displayed in the Staff Portal on the Student List Page and the Additional Info page (accessed using the Details link).

### **Student List Page**



**Additional Info Page** 







Setting the right Staff Portal permissions for your Users is very important! Click this link to review the **Staff Portal User Permission Requirements**.