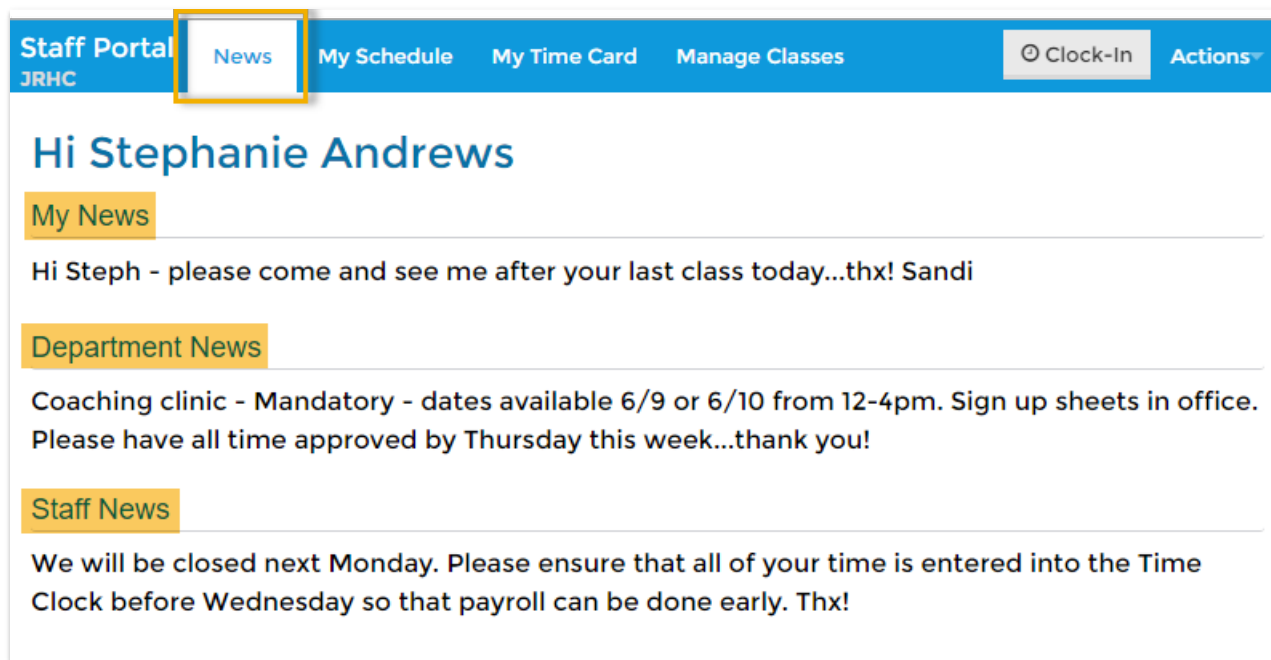# Staff Portal News - Department, Staff, and My News

Last Modified on 11/03/2020 12:29 am EST

There are 3 types of news options available to broadcast to staff in the Staff Portal*Staff News, Department News, and My News.* Staff & Department News are both created and managed from the Staff Portal menu. 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.

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.

To add Department News:

1. Point to **Staff Portal** in the main menu, drop down to**Settings** and select**Department News** from the pop-out menu.
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. **Save.**

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.*

Staff News

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

To add Staff News:

1. Point to **Staff Portal** in the main menu, drop down to **Settings** and select **Staff News** from the pop-out menu.
2. In the *Edit Staff News* editor, add your announcement. *Note: The editor works much like the email editor in Jackrabbit allowing you to change fonts, colors, styles, etc.*
3. **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.*

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. Point to **Staff** in the menu bar and click **List Active** (or **All**) **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. **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.*