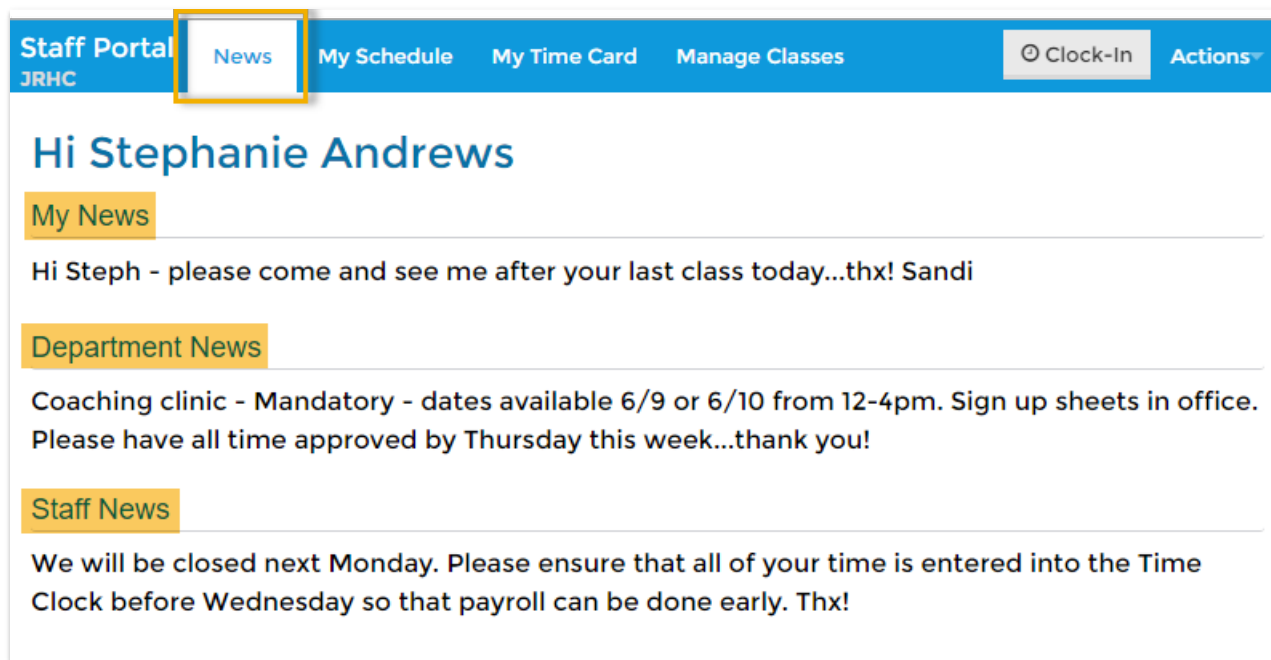


# Staff Portal News - Department, Staff, and My News

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.



The screenshot shows the Staff Portal interface for a user named Stephanie Andrews. The top navigation bar is blue and contains the following items: 'Staff Portal JRHC', 'News' (highlighted with a yellow box), 'My Schedule', 'My Time Card', 'Manage Classes', 'Clock-In' (with a clock icon), and 'Actions'. Below the navigation bar, the user's name 'Hi Stephanie Andrews' is displayed. Underneath, there are three sections of news, each with a yellow header: 'My News' with the text 'Hi Steph - please come and see me after your last class today...thx! Sandi'; 'Department News' with the text 'Coaching clinic - Mandatory - dates available 6/9 or 6/10 from 12-4pm. Sign up sheets in office. Please have all time approved by Thursday this week...thank you!'; and 'Staff News' with the text 'We will be closed next Monday. Please ensure that all of your time is entered into the Time Clock before Wednesday so that payroll can be done early. Thx!'.

## 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.**





## Department News

[Return](#)

Note: a staff person can see the news for their Department Default and all Additional Depts. The Department Default and Additional Depts are located in the Staff Portal Settings tab.


View 1 - 4 of 4



Print Export Refresh Show/Hide Columns









































	Department	News
	Office	Please have all time approved by Thursday this week...thank you!
	Dance-Teaching	Recital time is just around the corner! Be sure to get your sign-up sheets in to the office...thx!
	Front Desk	
	Gymnastics-Teaching	Coaching clinic - Mandatory - dates available 6/9 or 6/10 from 12-4pm. Sign up sheets in office.

### Department News

Department Name: Office

B I U  Paragraph Font Family Font Sizes

Please have all time approved by Thursday this week...thank you!

p

436 characters left

Save Close

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.*

---