Edit All (Staff Portal) Portal Login IDs

From the *Staff Portal* menu > *Settings* sub-menu > **Edit All Portal Login IDs** allows you to work with the Portal Login IDs for multiple staff at one time.

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).