

Launch the Staff Portal from Within Your Database

Last Modified on 11/03/2020 12:30 am EST

Any User ID with the *Launch Staff Portal* permission in the *Staff Portal* category (*Tools > Manage Users & Permissions*) can launch the portal when they are logged into your database.


1. Point to **Staff Portal** on the main menu.
2. Click **Launch Staff Portal**.
3. Your staff can now log into their Staff Portal.


Staff Portal

Enter your username

Enter your password

[Forgot your password?](#)

 Login



The Staff Portal can remain open indefinitely, however, when inactive for longer than the **Staff Session Timeout Limit** individual staff will be logged out of the portal.

Example when logged in from a Portal launched from within your database

Staff Portal

News

My Schedule

My Time Card

Manage Classes

⌚ Clock-In

Actions▼

Hi Stephanie Andrews

My News

Hi Stephanie - please stop by the office to pick up your training certificate, Congrats!

Department News

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!

Staff News

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!