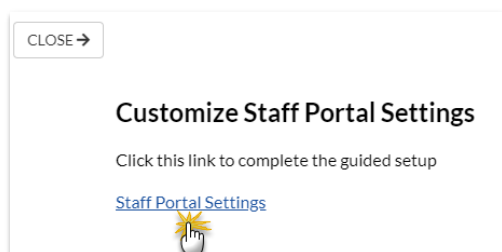


Staff Portal Setup Step 5 - Customize Staff Portal Settings

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

Once you have [customized staff settings \(Staff Portal Setup Step 4\)](#), you can customize some general Staff Portal settings.



Click the **Staff Portal Settings** link to complete the guided setup and land on the *Staff Portal Settings* page. These settings, once enabled, will affect all staff members.

Settings for Staff Portal	Description
Staff Session Timeout Limit	Set the length of time the Staff Portal will automatically log out with no activity.
Features	Select the <i>Features</i> the staff can use in the Staff Portal. These include: Attendance , Skills/Levels , Time Clock , and Lesson Plans .
Family & Student Display Options	Select which information should be listed in the Staff Portal about the student.
Attendance Options	Select if the user can save partial attendance .
Skill/Level	Select how to manage student Email Skill/Level Progress .
Time Clock	Setup Time Clock Departments , Time Clock Pay Periods , and Time Entry Settings .

You can also access these global Staff Portal Settings from the *Staff Portal* menu > *Settings* > *Portal Settings*.



Executive Dashboard

REFRESH DASHBOARD

WEEKLY CALENDAR

Alerts Settings

- 4 Wait Lists for Classes with Openings
- 0 Incomplete Time Entries
- 0 2-3 Absences in last 14 days
- 0 4+ Absences in last 30 days
- 0 Classes Past End Date To Archive
- 0 Scheduled Trials (Enroll Type=Trial)
- 1 Birthdays (Active) next 10 days
- 1 Birthdays (Not Active) next 10 days
- 0 Items at or below Re-Order Alert Qty
- 14 Classes with Incomplete Staff Portal Attendance (yesterday)
- 0 Scheduled Emails

Tasks Add To Do Completed Assigned To Others (☐ View Completed?)

Due Task Assigned By

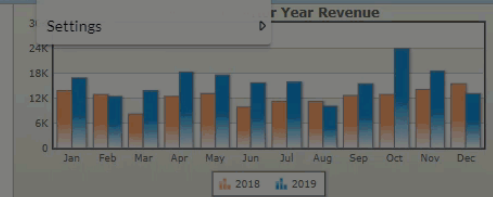
Guided Staff Portal Setup

Launch Staff Portal

Attendance

Time Clock

Settings

Aged Accounts Settings

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
5,932.87	1,008.50	0.00	0.00	6,941.37	6,691.62



Refresh

Key Metrics Settings

- 161 Enrollment Total
- 161 Enrollment Category 1 Chart
- 50 Enrollment %
- 1 Total Drops last 15 days
- 0 Portal Enrollments last 7 days
- 0 Class Registrations to be processed last 7 days
- 98 Active Families of 231 total
- 108 Active Students of 255 total
- 52 Active Classes of 52 total
- 24 Active Instructors of 26 total
- 0 Web Registrations last 7 days

Announcements Edit

Staff meeting on Monday at 9:00

Enhancements

Release Date	Enhancement	Description
12/05/19	Lesson Plans: Visible in the Staff Portal	Lesson Plans are now visible from inside the Staff Portal when lesson plans have been added to a class record. See Lesson Plans in the Staff Portal Blog for more information
11/21/19	Web Registration Form: T-shirt size added	The T-shirt size drop-down is now available on the Web Registration form. The field defaults to optional, however, you can change the field to be hidden or required on your form.

