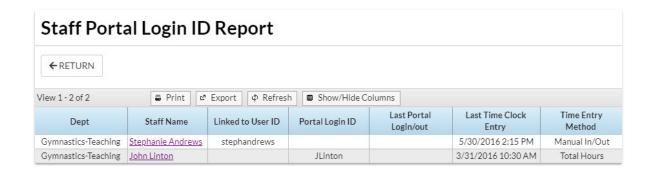
## Staff Portal Login ID Report

Last Modified on 11/03/2020 12:33 am EST

This report, which can be filtered by Department and/or Time Entry Method, provides a listing of staff with their Department, Portal Login ID, Time Entry Method, whether they are linked to a <u>User ID</u> and the date of their last portal login.

## Run a Staff Portal Login ID Report

- 1. Go to the Staff (menu) > Staff Portal > Find a Report > All(tab) > Staff Portal Login ID Report.
- 2. Select any Search Criteria.
- 3. Click Submit.





Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports* (menu) > My Reports for quick and easy access!