Staff Portal Login ID Report

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 User ID 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!