

# Take Attendance in the Staff Portal - Step Through the Process

The [Staff Portal](#) provides a secure place for your staff to manage their classes and take student attendance. Follow these simple steps to launch the Staff Portal, view your classes, take class attendance, and confirm attendance has been completed.

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- ▢ [Step 1 - Access and Log in to the Staff Portal](#)
  - ▢ [Step 2 - Navigate to the Manage Classes Tab](#)
  - ▢ [Step 3 - Use the Attendance Button](#)
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