

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 Reports** > **Staff Portal Login ID Report**.
2. Select any **Search Criteria**.
3. Click **Submit**.

Staff Portal Login ID Report						
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Print Export Refresh Show/Hide Columns						
Dept	Staff Name	Linked to User ID	Portal Login ID	Last Portal Login/out	Last Time Clock Entry	Time Entry Method
Gymnastics-Teaching	Stephanie Andrews	stephandrews			5/30/2023 2:15 PM	Manual In/Out
Gymnastics-Teaching	John Linton		JLinton		3/31/2023 10:30 AM	Total Hours