Lesson #1 - Staff Portal - The Basics

In this lesson, you'll learn the basics of the Staff Portal including how to view your schedule, manage your classes, and send emails directly from the Staff Portal.

aff Portal Jance	News My Schedule	My Time Card Manaj	ge Classes		Actions*
Hi Heath	er Barnhard	it			
Department	News				
Mandatory n	neeting on Wedne	sday at 9:30am!			
Staff News					
Please make:	sure all your time is	s entered by Friday	9:00am so payroll can	be prepared. Thank	cyou!



Lesson Outline

End of Lesson Quiz

 \rightarrow Click here to continue to Lesson #2.

Click here to provide feedback on this lesson.