

# Staff Portal Overview

This document is intended to be a guide to all of the various pages on the Staff Portal. You will access the staff portal at <https://staffhs.mdy.org>. You log in to the portal with your Windows credentials. Most of the time that would be your first initial last name. I.E. ybenchaviv. If you need to reset your password, you can send an email to [techsupport@hs.mdy.org](mailto:techsupport@hs.mdy.org)

The Staff Portal has a menu which is divided into various main categories. When you click on one of those titles, a list of pages for that category is displayed. Clicking on one of those titles will take you to that specific page. Throughout this manual pages will be referenced using both the category name and the page title using the following notation:

Category - Title Page

So for example, Schedules - [Student Photos](#) would mean to click the Schedules category, then Student Photos.

If you are trying to:

- Enter class attendance for your period: Class Attendance - [Daily Class Attendance](#)
- View Students on Medical Leave: Class Attendance - [View Students on Medical Leave](#)
- Daily COVID Questionnaire: Personal - [Daily COVID Questionnaire](#)
- Request to take a student out of another teacher's class: Out of Class Meetings - [Request Out of Class Meeting](#)
- Enter Weekly Academic Reports: Academic Reports - [Add Reports](#)
- Report an infraction that took place outside of class: Discipline - [Report an Infraction](#)
- Enter information about a meeting with a student: Guidance - [Record Meeting With Student](#)
- Enter information about a phone call with a parent: Guidance - [Record Parent Phone Call](#)
- Send an Email to Parents: Guidance - [Send Email to Parents](#)
- Enter Report Cards data: Report Cards - [Report Card Grades and Comments](#)
- See your teaching schedule: Schedules - [Teacher Schedules](#)
- See your class rosters: Schedules - [Class Rosters](#)
- Get contact information for a student: Schedules - [Student Personal Data](#)
- See a student's class schedule: Schedules - [Student Schedules](#)
- See photos of students: Schedules - [Student Photos](#)

- See your schedule for Parent Teacher Conferences: Schedules - [Parent Teacher Conference Schedules](#)
  - Request permission for a school-related purchase: Purchases - [Request a Purchase](#)
  - See your record of periods you didn't submit class attendance: Class Attendance - [View All Missing Attendance Periods](#)
  - See your record of absences this year: Personal - [Your Building Attendance](#)
  - See your previous Weekly Academic Reports: Academic Reports - [Previous Reports](#)
  - See your previous classroom attendance: Class Attendance - [View Past Attendance](#)
  - Refer a student for guidance: Guidance - [Refer a Student for Guidance](#)
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Revision #12

Created 2020-09-11 04:40:25 EDT by Corey Schneer

Updated 2025-08-26 10:57:06 EDT by Corey Schneer