



## Delete StudentPortal Account



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## Registration > Utilities > Delete StudentPortal Account

This utility deletes a StudentPortal account.

The screenshot shows a web interface for deleting a StudentPortal account. At the top, there is a text input field labeled 'Student ID:' containing the value '004011'. To its right are two buttons: 'Retrieve' and 'Directory'. Below these is a section titled 'Student Info' which displays the following details: Stu ID: 004011, School Year: 2023, Grade: 10, Birthdate: 03-01-2006, and StudentPortal User Name: RWEASLEY. Below the 'Student Info' section is a message box that reads: 'The StudentPortal account of the selected student will be permanently deleted from the system.' At the bottom left of the interface is an 'Execute' button.

### Update data:

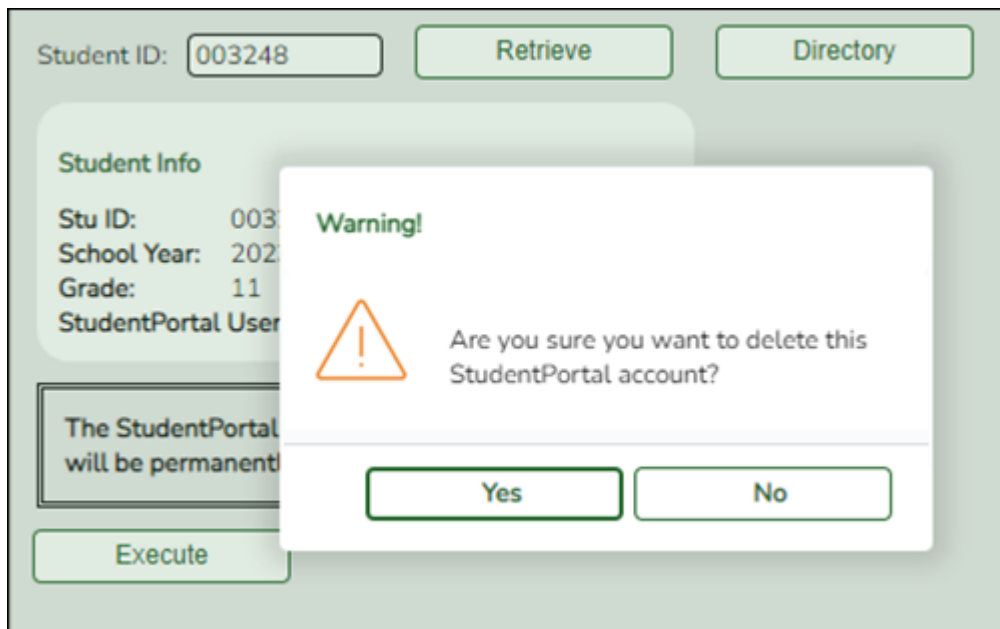
**Student ID** Type the six-digit student ID number, including all leading zeros. Or, click **Directory** to select the student from the [Directory](#).

☐ Click **Retrieve**.

Student information is populated in the **Student Info** section.

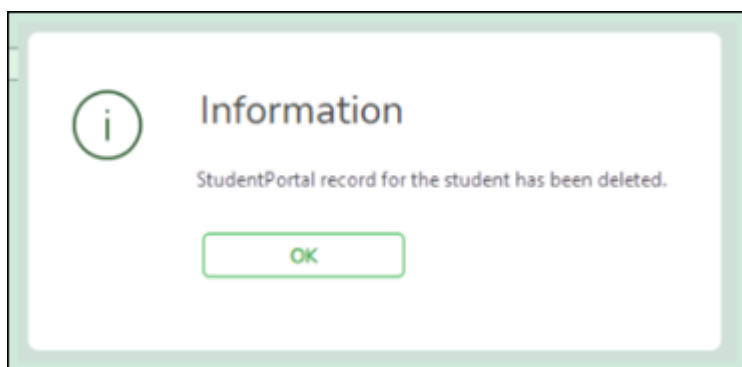
☐ Click **Execute**.

You are prompted to confirm that you want to delete the selected data.



☐ Click **Yes**. The record is deleted.

You will receive an Information message indicating record has been deleted.



**NOTE:** If **No** is selected, the pop-up message disappears and the previously retrieved student's information will still display on the page.

☐ Click **OK**.



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