



# 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 for 'Student ID' containing '004011', a 'Retrieve' button, and a 'Directory' button. Below this is a 'Student Info' section with the following details: Stu ID: 004011, RONALD B.WEASLEY; School Year: 2023; Grade: 10, Birthdate: 03-01-2006; StudentPortal User Name: RWEASLEY. A warning box states: 'The StudentPortal account of the selected student will be permanently deleted from the system.' At the bottom is an 'Execute' button.

### Update data:

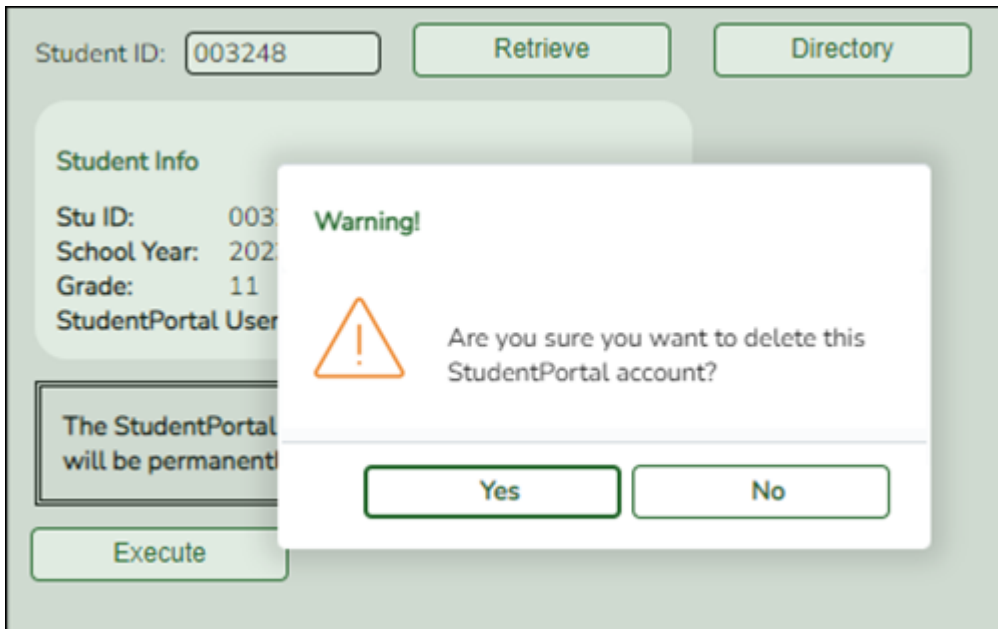
**Student ID** Type the six-digit student ID number, including all leading zeros. Or, click **Directory** to select the student from the [Directory](#).

Click **Retrieve**.

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

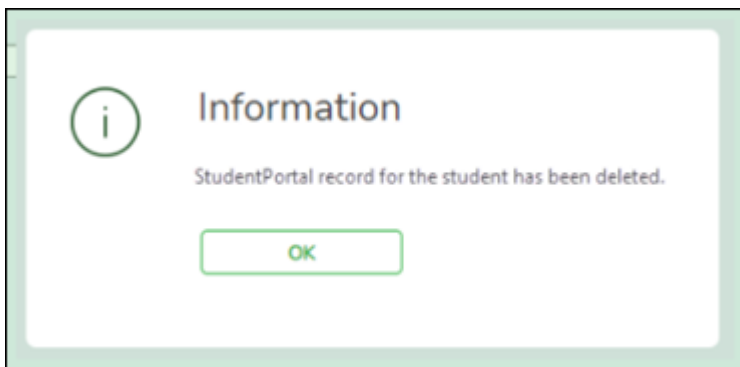
Click **Execute**.

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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