



Set Parent Portal IDs

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Registration > Utilities > Set Parent Portal IDs

This utility sets Student Portal IDs for ASCENDER ParentPortal. You can assign portal IDs to one student, all students, or only students who do not have a portal ID, and you can view previously assigned portal IDs.

WARNING: Changes made with this utility cannot be reversed.

- A Student Portal ID is automatically assigned to the student when you save an enrollment record for a student who submitted an enrollment request using the ASCENDER ParentPortal New Student Enrollment.
- The **Guardian Verified** field is cleared on [Maintenance > Student Enrollment > Contact](#) when this utility is run.

Update data:

| | | |
|--------------------|---------------------|--|
| Select | Campus | The campus to which you logged on is displayed. You can select another campus. |
| | Grade Level | Select if you want to run the utility for one grade level, or leave blank to run the utility for all grade levels. If selected, another Grade Level field is displayed allowing you to select a grade level. |
| Set Portal IDs for | Select one: | |
| | All Students | Select to create portal IDs for students who have not been assigned a portal ID, and replace IDs for students who already have an assigned portal ID. |
| | Unassigned Students | Select to create portal IDs for students who have not been assigned a portal ID. |
| | Single Student | Select to create a portal ID for a specific student. If selected, a student selection field is displayed. Type the student ID, or click  to select the student . |

View IDs This button is only enabled if you selected **All Students** or **Single Student**.



☐ Click to view any previously assigned portal IDs.

A pop-up window opens. Students who meet the specified criteria are listed. The data is display only.

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[The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

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If there are multiple pages, [page through the list](#).

☐ Click **Return** to close the window.

Set IDs



☐ Click to set or re-set portal IDs.

A pop-up window opens. Students who meet the specified criteria are listed.

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[The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

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If there are multiple pages, [page through the list](#).

☐ Select the students for whom you want to set portal IDs:

- To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.

- To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

☐ Click **Set**.

The selected students are assigned portal IDs, and the **Set** button is disabled.

☐ Click **Return** to close the directory.



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