



# Set Parent Portal IDs



# Table of Contents

**Set Parent Portal IDs** ..... 1



# Set Parent Portal IDs

## Registration > Utilities > Set Parent Portal IDs

Include the short page introduction here.

### Update data:

Field	Description	
Select	<b>Campus</b>	The campus to which you logged on is displayed. You can select another campus.
	<b>Grade Level</b>	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 <b>Grade Level</b> field is displayed allowing you to select a grade level.

Under Select, make the following selections:

- The Campus field displays the campus to which you logged on. Click drop-down arrow to select another campus.
- Select Grade Level if you want to run the utility for one grade level, or leave blank to run the utility for all grade levels.

If you select Grade Level, another Grade Level field is displayed allowing you to click drop-down arrow to select the grade level.

2. Under Set Portal IDs for, select one of the following options:

- Select All Students 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.
- Select Unassigned Students (default) to create portal IDs for students who have not been assigned a portal ID.
- Select Single Student to create a portal ID for a specified student.

If you select Single Student, a student selection field is displayed. Type the student ID, or click elipsis button to select the student.

3. Click View IDs to view any previously assigned portal IDs. This button is only enabled if you selected All Students or Single Student.

The Criteria for Setting Portal ID directory opens. Students that meet the specified criteria are displayed under Students That Meet Criteria.

- The Set field is disabled. The data is display only.
- If more students are retrieved than can be displayed on one page, you can page through the list.

- Click Return to close the Criteria for Setting portal ID window.

4. Click Set IDs to set or reset portal IDs.

The Criteria for Setting Portal ID directory opens. Students that meet the specified criteria are displayed under Students That Meet Criteria.

- If more students are retrieved than can be displayed on one page, you can page through the list.

- Select the students for whom you want to set the portal ID:

To select nonconsecutive students, select the students one at a time.  To select all students, click Select All.  To select consecutive students, select the first student, press SHIFT, and then select the last student in the range.  To unselect all students, click Unselect All. Note: If there are multiple pages of students, the students are selected or unselected across all pages.

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

- Click Return to close the Criteria for Setting portal ID directory.



## Back Cover