Set Parent Portal IDs

Table of Contents

Set Parent Portal IDs

Registration > Utilities > Set Parent Portal IDs

Include the short page introduction here.

Update data:

Field	Description		
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. • 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. • If there are multiple pages, page through the list. ❑ Click **Return** to close the window.		

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