



Delete StudentPortal Account

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Student ID:

Retrieve

Directory

Student Info

Stu ID: 004011

RONALD B.WEASLEY

School Year: 2023

Grade: 10

Birthdate: 03-01-2006

StudentPortal User Name: RWEASLEY

The StudentPortal account of the selected student will be permanently deleted from the system.

Execute

This utility does XYZ.

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 .
Student Name	

☐ Click **Retrieve**.

The **Delete** button becomes active.

☐ Click **Delete**.

☐ You are prompted to confirm that you want to delete the selected data. Click **Yes**.

The account is deleted.

Student ID: 003248 Retrieve Directory

Student Info

Stu ID: 003
School Year: 202
Grade: 11
StudentPortal User

The StudentPortal
will be permanentl

Execute

Warning!

 Are you sure you want to delete this StudentPortal account?

Yes No

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

 **Information**

StudentPortal record for the student has been deleted.

OK

☐ Click **OK**.



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