



Delete StudentPortal Account

Table of Contents

Delete StudentPortal Account 1

Delete StudentPortal Account

Registration > Utilities > Delete StudentPortal Account

This utility does XYZ.

The screenshot shows a web interface for deleting a StudentPortal account. At the top, there is a text input field labeled 'Student ID:' containing the value '004011'. To its right are two buttons: 'Retrieve' and 'Directory'. Below these is a section titled 'Student Info' which displays the following details: Stu ID: 004011, School Year: 2023, Grade: 10, Birthdate: 03-01-2006, and StudentPortal User Name: RWEASLEY. Below the 'Student Info' section is a message box that reads: 'The StudentPortal account of the selected student will be permanently deleted from the system.' At the bottom left of the interface 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**.

The 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 account is deleted.

Student ID:

Student Info

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

The StudentPortal
will be permanentl

Warning!

 Are you sure you want to delete this StudentPortal account?

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.

☐ Click **OK**.



Back Cover