



Delete StudentPortal Account

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Registration > Utilities > Delete StudentPortal Account

This utility does XYZ.

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

Update data:

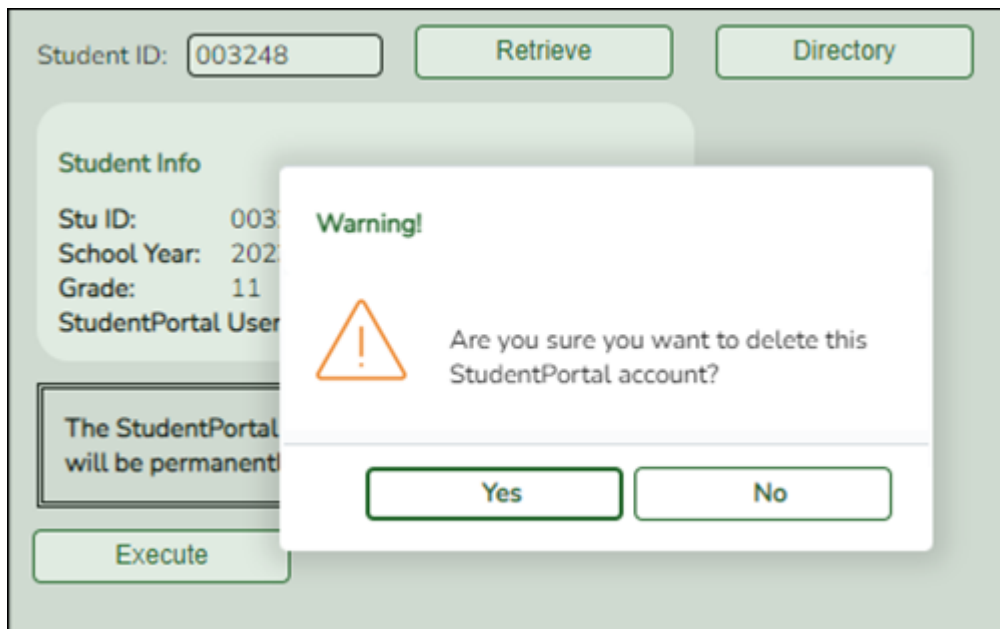
Student ID	Type the six-digit student ID number, including all leading zeros. Or, click Directory to select the student from the Directory .
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☐ Click **Retrieve**.

Student information is populated in the **Student Info** section.

☐ Click **Execute**.

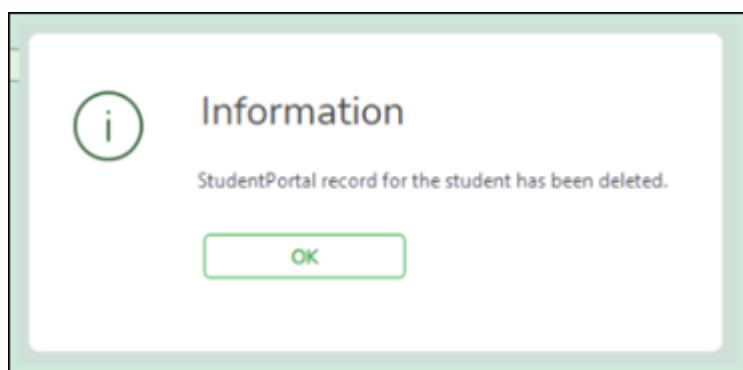
You are prompted to confirm that you want to delete the selected data.



The screenshot shows a web application interface for deleting a StudentPortal account. At the top, there is a 'Student ID' field with the value '003248', a 'Retrieve' button, and a 'Directory' button. Below this is a 'Student Info' section with fields for 'Stu ID: 003', 'School Year: 202', 'Grade: 11', and 'StudentPortal User'. A warning dialog box is overlaid on the screen, titled 'Warning!' with a yellow triangle icon. The text inside the dialog asks 'Are you sure you want to delete this StudentPortal account?' and has 'Yes' and 'No' buttons. Below the dialog, there is a text box that says 'The StudentPortal will be permanent' and an 'Execute' button.

click Yes- receive Information popup, and Save Successful, click OK- user returned to screen</div>

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



The screenshot shows an information popup message. It has a green border and a white background. On the left is a green circle with a white 'i' inside. To the right of the icon is the word 'Information' in bold. Below that is the text 'StudentPortal record for the student has been deleted.' At the bottom is a green button with the text 'OK'.

☐ Click **OK**.



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