



## Delete StudentPortal Account



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# Delete StudentPortal Account

**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:

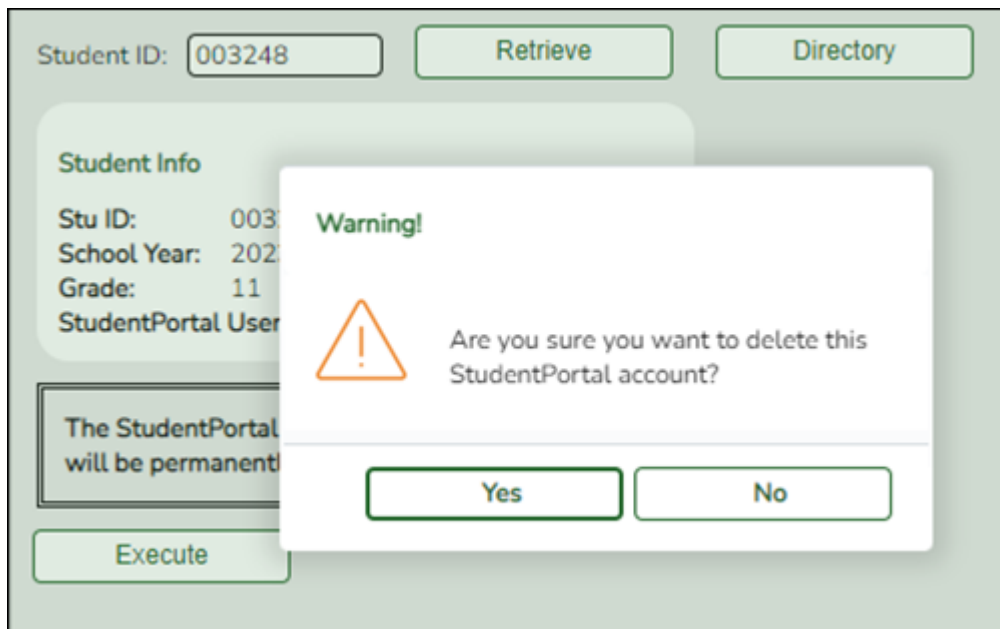
|                   |                                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student ID</b> | Type the six-digit student ID number, including all leading zeros. Or, click <b>Directory</b> to select the student from the <a href="#">Directory</a> . |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ Click **Retrieve**.

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

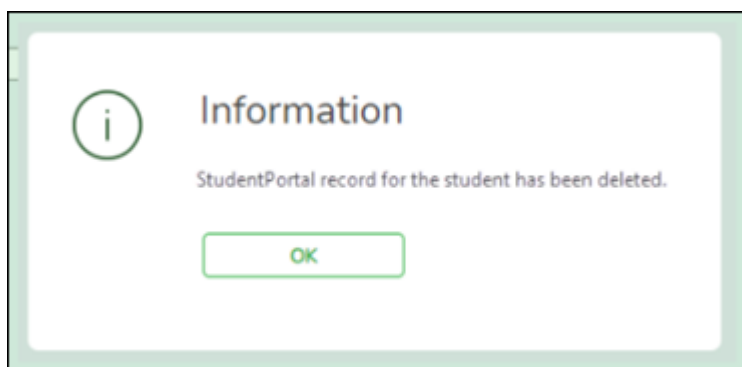
☐ Click **Execute**.

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



☐ Click **Yes**. The account is deleted.

You will receive an Information popup, and Save Successful



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

☐ Click **OK**.



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