



Delete StudentPortal Account

Table of Contents

Delete StudentPortal Account 1

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:

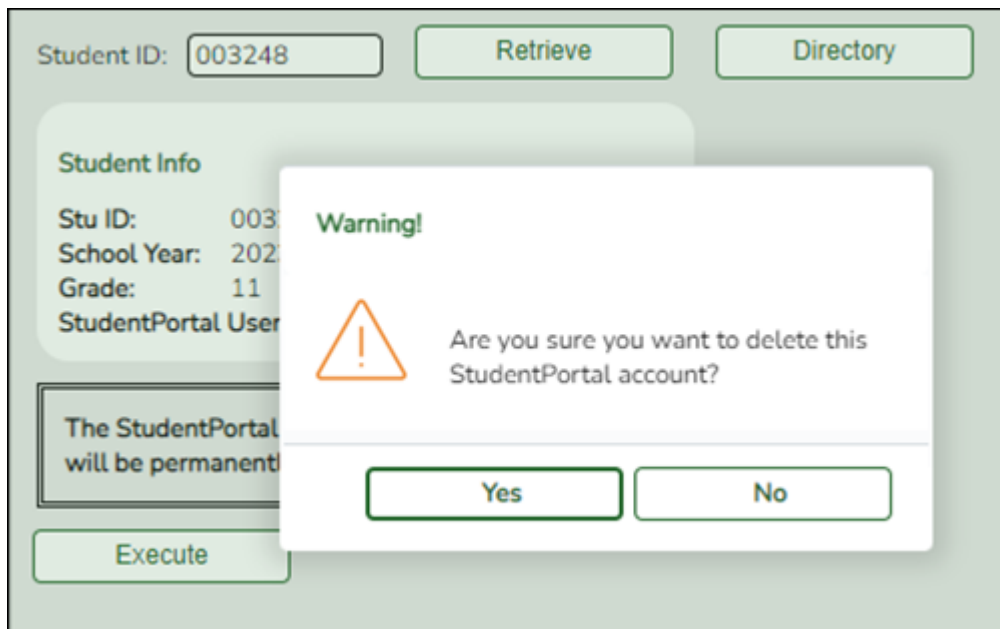
Student ID	Type the six-digit student ID number, including all leading zeros. Or, click Directory to select the student from the Directory .
-------------------	--

☐ Click **Retrieve**.

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

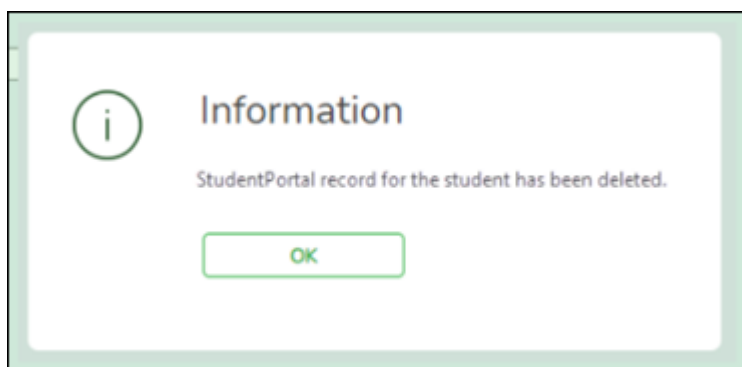
☐ Click **Execute**.

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



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

You will receive an Information message indicating record has been deleted.



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**.



Back Cover