

Set Parent Portal IDs

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This utility sets Student Portal IDs for ASCENDER ParentPortal. You can assign portal IDs to one student, all students, or only students who do not have a portal ID, and you can view previously assigned portal IDs.

WARNING: Changes made with this utility cannot be reversed.

- A Student Portal ID is automatically assigned to the student when you save an enrollment record for a student who submitted an enrollment request using the ASCENDER ParentPortal New Student Enrollment.
- The **Guardian Verified** field is cleared on Maintenance > Student Enrollment > Contact when this utility is run.

Update data:

Select	Campus	The campus to which you logged on is displayed. You can select another campus.		
	Grade Level	Select if you want to run the utility for one grade level, or leave blank to run the utility for all grade levels. If selected, another Grade Level field is displayed allowing you to select a grade level.		
Set	Select one:			
Portal IDs for	All Students	Select to create portal IDs for students who have not been assigned a portal ID, and replace IDs for students who already have an assigned portal ID.		
	Unassigned Students	Select to create portal IDs for students who have not been assigned a portal ID.		
	Single Stude	entSelect to create a portal ID for a specific student.If selected, a student selection field is displayed. Type the studentID, or click to select the student.		

Student

View	IDs This button is only enabled if you selected All Students or Single Student.
	Click to view any previously assigned portal IDs.
	A pop-up window opens. Students who meet the specified criteria are listed. The data is display only.
	The list can be re-sorted. You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.
	A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending $$ or descending $$ order.
	If there are multiple pages, page through the list.
	Click Return to close the window.
Set IDs	Click to set or re-set portal IDs.

A pop-up window opens. Students who meet the specified criteria are listed.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

If there are multiple pages, page through the list.

Select the students for whom you want to set portal IDs:

• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.

• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

Click Set.
The selected students are assigned portal IDs, and the Set button is disabled.

□ Click **Return** to close the directory.



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