Set Parent Portal IDs

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Include the short page introduction here.

Update data:

Field	Description	
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 Portal IDs for	Select one:	
	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 Student	Select to create a portal ID for a specific student. If selected, a student selection field is displayed. Type the student ID, or click ⋮ to select the student.

Click **View IDs** to view any previously assigned portal IDs. This button is only enabled if you selected **All Students** or **Single Student**.

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

● The Set field is disabled. The data is display only.

● If more students are retrieved than can be displayed on one page, you can page through the list.

● Click Return to close the Criteria for Setting portal ID window.

4. Click Set IDs to set or reset portal IDs.

The Criteria for Setting Portal ID directory opens. Students that meet the specified criteria are displayed under Students That Meet Criteria.

● If more students are retrieved than can be displayed on one page, you can page through the list.

● Select the students for whom you want to set the portal ID:

☐ To select nonconsecutive students, select the students one at a time. ☐ To select all students, click Select All. ☐ To select consecutive students, select the first student, press SHIFT, and then select the last student in the range. ☐ To unselect all students, click Unselect All. Note: If there are multiple pages of students, the students are selected or unselected across all pages.

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

● Click Return to close the Criteria for Setting portal ID directory.

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