Modifying Students for District Administrators

Select the red "District Login" button to begin if you have a GMS Portal account.
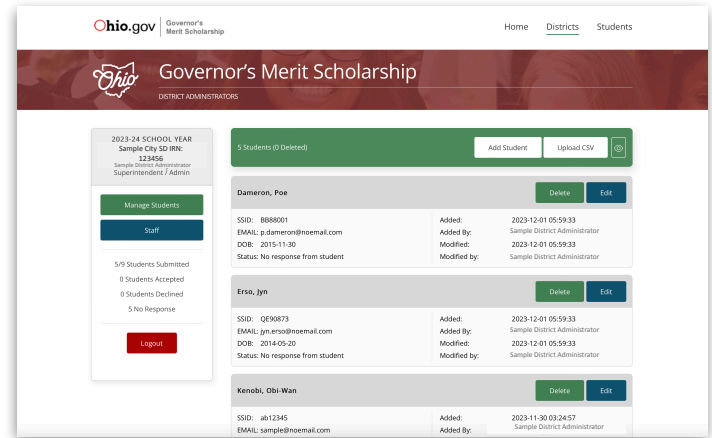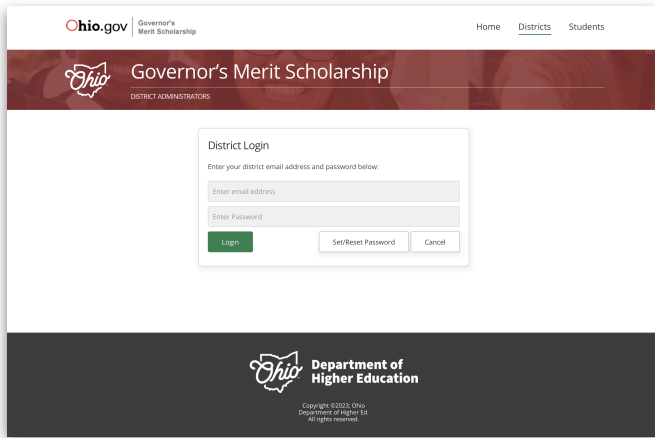
District Login

Step 1: Account Login

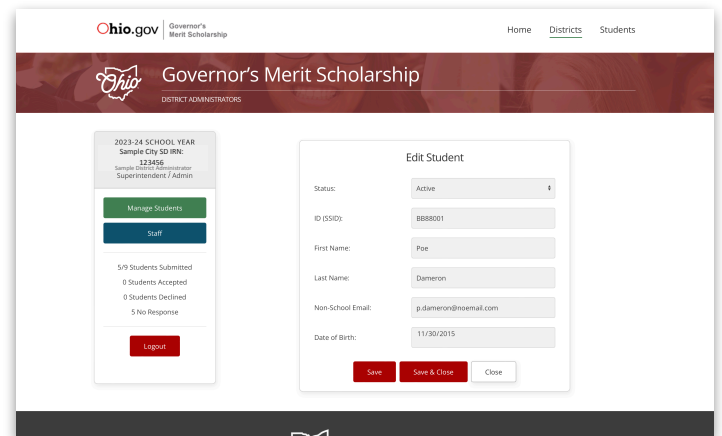- Enter your District email address and Password
- Click Login

Step 2: Edit Students

- Select "Edit" to update information for individual students

Step 3: Update Student Details

- You can edit the following information
  * Status (Active/Deleted)
  * SSID (aa00000)
  * First Name
  * Last Name
  * Non-School Email Address
  * Date of Birth (xx/xx/xxxx)
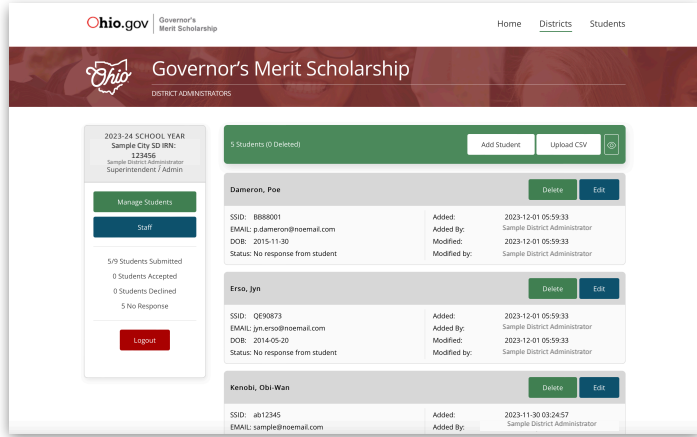- Click "Save or Save/Close" to store the changes

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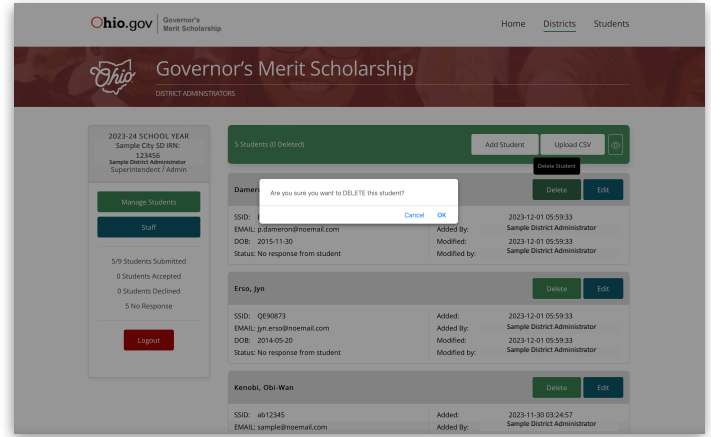## Step 1: Delete Students
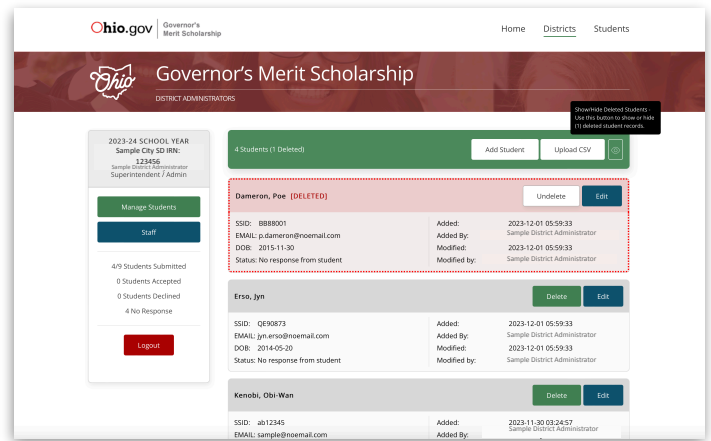
- Select "Delete" from the dashboard to remove a student

Step 2: Confirm Deletion

- A dialog box will appear to confirm deletion
- Click "Ok" to confim

Step 3: View Removed Students

- Click the "Show/Hide" icon to view deleted/removed students
- Click "Undelete" to restore the student's status to active

* Note - students can be deleted during the editing process by changing the Status from Active to Deleted. Likewise, removed students can be restored by changing the Status from Deleted back to Active while editing a student.